REGISTERED FAMILY DAY CARE INITIAL CHECKLIST

Check that you have included each required document. All documents must be submitted in a single package, with this page on top. Please do not staple documents or submit double sided copies. Failure to submit all required documents will result in a delay of processing your registration request.

Please return the completed documents to the following address:

Department of Children and Families

Office of Child Care

2415 North Monroe St., Suite 400, Room N216

Tallahassee, FL 32303

INITIAL REGISTRATION
DCF Application to Operate a Registered Family Day Care Home
\$25 Check or Money Order-made payable to the Department of Children and Families
Completed Attestation of Good Moral Character for Operator
Copy of Fictitious Name Registration (if applicable)
DCF Child Care Background Screening Clearance for Operator
Completed Abuse and Neglect Reporting Acknowledgement Form for Substitute
Completed Attestation of Good Moral Character for Substitute
DCF Child Care Background Screening Clearance for Substitute
Completed Attestation of Good Moral Character- all Adult Household Members
DCF Child Care Background Screening Clearance for all Adult Household Members
Florida Department of Law Enforcement Check Results for any Juvenile Household Members (ages 12-17)
Proof of completion of the 30-hour DCF family day care home training courses as well as an approved 5-hour course in early literacy and language development of children ages birth through five years of age
A copy of the completed Registered Family Child Care Home Health and Safety Checklist
A copy of the operator's driver's license
Five year employment history for the operator
Five year employment history for the substitute
Zoning/HOA Form