



Department of Children and Families Renewal Licensure Fee Invoice Notice

Provider Name:

DCF License #:

Fee Amount:

Invoice #:

License Expiration Date:

Fee Payment Due Date:

This information serves as the fee notification for your license to operate the child care program located at:

The following information is provided to assist you with the fee payment process and important application requirements:

- a. License fee payments must be received by the Department no later than 45 days prior to the license expiration date.
- b. Both the fee payment and the Licensure Fee Invoice Notice must be sent to the Tallahassee address listed below. **Do not include the fee payment and invoice with the license application documents being sent to your local licensing office.**
- c. An individual check or money order and notice must be received for each facility or home. One check or money order for multiple programs will not be accepted.
- d. Each payment must include the license number on the check or money order.

Renewal of this license is contingent upon the payment of any fines previously imposed as a sanction against this license that was not contested, or that was affirmed at an administrative hearing. If, at the time of this license renewal application, there is a pending administrative hearing resulting from a proposed fine, it shall not affect the renewal of this license.

It is unlawful and a misdemeanor of the first degree to operate or attempt to operate a child care program without a license/registration, pursuant to s. 402.319(1)(b)(c), Florida Statutes.

Please mail this Renewal Licensure Fee Invoice Notice along with your check or money order payable to:

Department of Children and Families

Office of Child Care

P.O. Box 2460

Tallahassee, FL 32316