



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*LEGAL AND REGULATORY SERVICES*  
*CHILD CARE LICENSING UNIT*

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[www.dhhs.nh.gov](http://www.dhhs.nh.gov)

Dear Applicant:

A child care licensing application for a child care center or family child care program includes:

- Application
- Health Officer Inspection Report\*
- Life Safety Compliance Report\*
- Zoning Verification Form\*
- Background Record Check
- Child Care Personnel Health Form for the director/provider

\*Programs applying to be licensed solely as a school age program which will operate in buildings where public or private schools are currently located are **exempt** from the requirement to provide documentation of approval pertaining to health, safety and zoning (see RSA 170-E:6).

Application materials and the NH Child Care Program Licensing Rules are found on our website at <https://www.dhhs.nh.gov/programs-services/childcare-parenting-childbirth/child-care-licensing>.

Please carefully review the instructions regarding the completion of background checks as described on our [website](#). A permit cannot be issued until background record checks are complete, and the application will be held pending background check results. If you have questions about the background check requirement that are not answered on the website, please call our office for assistance. Keep copies of all documentation submitted.

On page 2 is a list of the requirements. Upon receipt of a complete application, a Licensing Coordinator will contact you to schedule a visit at your child care program to evaluate compliance with licensing rules. During the visit have available a copy of CURRENT water test results if you are on a private well, as required in He-C 4002.27(a)(4), and documentation of CURRENT certification in pediatric first aid and CPR for the center director or family child care provider, as required in He-C 4002.20(m).

I recommend that you contact our office early in the planning stages regarding your plans and progress. If you have any questions regarding the application process, please call (603) 271-9025 or email [ccluoffice@dhhs.nh.gov](mailto:ccluoffice@dhhs.nh.gov).

Sincerely,

Melissa Clement  
Chief  
Child Care Licensing Unit

For more detailed information regarding the information required, please refer to pages 7-9 of the [He-C 4002 NH CHILD CARE LICENSING RULES](#).

- \_\_\_ 1. APPLICATION completed in full with dated signatures of applicant/provider/director, as applicable.
- \_\_\_ 2. CHILD CARE PERSONNEL HEALTH FORM for the family child care provider/director indicating that a physical examination has been completed within the 12 months preceding the date the application is received by the department. A TB test is only required for high-risk individuals (your licensed health practitioner will make this determination).
- \_\_\_ 3. HEALTH OFFICER INSPECTION REPORT documenting inspection and approval by the local health department or health officer, within the 12 months preceding the date the application is received by the department. Review this form to ensure that it was completed fully by the health officer prior to submitting it to the CCLU. Note: Not required for programs licensed solely as school age programs which are located in a currently operating public or private school.
- \_\_\_ 4. LIFE SAFETY COMPLIANCE REPORT documenting inspection and approval by the local fire inspector or State Fire Marshal's office within the 12 months preceding the date the application is received by the department. Review this form to ensure that it was completed fully by the fire inspector prior to submitting it to the CCLU. Note: Not required for programs licensed solely as school age programs which are located in a currently operating public or private school.
- \_\_\_ 5. ZONING VERIFICATION form must be completed in full with the top portion being completed by the applicant, and the remainder being signed and dated by a person who is authorized by the city or town to sign zoning documents and should include any limits placed by zoning officials such as the number of children, program types, or age range of children. Note: Not required for programs licensed solely as school age programs which are located in a currently operating public or private school.
- \_\_\_ 6. DOCUMENTATION FROM SECRETARY OF STATE regarding trade names, limited liability corporations, or corporations, as applicable.
- \_\_\_ 7. DOCUMENTATION OF EDUCATION FOR ANY FAMILY OR FAMILY GROUP CHILD CARE PROVIDER BETWEEN 18 AND 21 YEARS OF AGE, as specified in He-C 4002.34(d)(2).
- \_\_\_ 8. DOCUMENTATION OF EDUCATION AND EXPERIENCE FOR THE CENTER DIRECTOR/SITE DIRECTOR for center based programs. This includes copies of transcripts, certificates, diplomas, resume, etc., to verify qualifications specified in He-C 4002.35(j).
- \_\_\_ 9. DOCUMENTATION OF COMPLETION OF THE PROFESSIONAL DEVELOPMENT REQUIREMENTS for all family child care providers, center directors, site coordinators, and site directors, as specified in He-C 4002.33(a).
- \_\_\_ 10. BACKGROUND RECORD CHECK for the owner/applicant, all household members age 10 years and older, and the center director/agency administrator/site director/site coordinator. See [website](#) for instructions. This is a separate process from license application submission, and must be completed prior to permit issuance.