

# Instructions for Daycare License Application

- Review the [code](#), Idaho Code 39-1101 through 39-1119 for daycare licensing
- Please use the following directions to complete the application form

## Section 1: Applicant Information

- Fill in all fields for person completing application

## Section 2: License Type

- Check the type of license you are applying for
- Fill in all fields

## Section 3: Please complete if daycare is provided in your home (Group/Family application)

- List all children under the age of 12 living in the home

## Section 3: Type of Organization (Center application only)

- Check the type of organization appropriate for the facility you are applying for
- Identify in the spaces provided, the name, address and telephone number for the corporation, all partners, or other ownership arrangements as applicable

## Section 4: List Owners, Operators, Employees and All Other Individuals, thirteen (13) years of age or older

- Fill in all information for all owners, operators, employees and other individuals who have unsupervised direct contact with children or are regularly on the premises of the daycare facility for more than 12 hours per month

## Section 5: Documents Required

You must include all listed documentation with your application:

- The application form, completely filled out, signed and dated
- Copy of approved Fire Inspection
- Verification of DHW Criminal History Background check clearance and Juvenile Justice checks for all applicable persons  
It is the responsibility of the owner to ensure that any employees or volunteers, upon employment or assignment, have a criminal history background check.  
At time of application or renewal:  
**If no criminal history check has been completed: a DHW Criminal History background check must be completed**  
**If the DHW criminal history clearance is over 12 months old: an Idaho State Police fingerprint criminal background check must be completed**  
**If the DHW criminal history clearance is less than 12 month old: please provide a copy of clearance**  
Criminal history checks on those persons under eighteen (18) years of age shall include a check of the juvenile justice records. Information on juvenile justice checks will be provided at the fingerprint appointment.
- Verification of Pediatric CPR and first aid
- Verification of compliance with local ordinances related to daycare (where required)
- W-9
- ADDITIONAL FOR RENEWALS: Verification of completed Training Hours  
**Note: Four (4) hours of education/training is required for owners, operators and employees every 12 months.**

## Section 6: Certification of Understanding

- Read Certification of Understanding statement
- Sign and Date application

Mail completed application and all required application documents to:  
Idaho Department of Health and Welfare  
Daycare Licensing Program  
823 Park Centre Way  
Nampa, Idaho 83651  
[DaycareLicensing@dhw.idaho.gov](mailto:DaycareLicensing@dhw.idaho.gov)  
FAX: 208-465-8431

For additional information call the Idaho CareLine at 2-1-1