



### Make Sure Your Application Package is Complete

Use this checklist to make sure your application package for a Registration Certificate is complete before mailing it. Incomplete application packages will be returned without processing.

- \*Completed Application for Registration Certificate, Family Child Care
- \*A copy of the Certificate of Occupancy from your local municipality or Labor and Industry
- \***Original** Child Abuse History clearance form for you, **clearance must be less than 60 months old**
- \***Original** Child Abuse History clearance for everyone age 18 and older in your home, **clearance must be less than 60 months old**
- \***Original** Criminal Record Check from the Pennsylvania State Police for you, **clearance must be less than 60 months old**
- \***Original** Criminal Record Check from the Pennsylvania State Police for everyone age 18 and older in your home, **clearance must be less than 60 months old**
- \***Original** FBI Fingerprinting Criminal History clearance for you, **clearance must be less than 60 months old**
- \***Original** FBI Fingerprinting Criminal History clearance for everyone age 18 and older in your home, **clearance must be less than 60 months old**
- \*A copy of your completed and signed Staff Health Assessment form
- \*A copy of your signed certificate for attending “Getting Started in Family Child Care”
- \* Certificate of completion of the mandated reporter training: **Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania**
- A copy of Articles of Incorporation if you incorporated your child care business
- A copy of the fictitious name approval form if you plan to use a fictitious name for your child care
- Completed “Tax Information: Family Child Care Home” form if you would like to participate in the child care subsidy and/or Resource and Referral programs – remember to include a copy of your Social Security card

Make and keep a copy of all the material in our application package before mailing it

\*Items with an asterisk (\*) are required in every application package

Complete application packages should be mailed to the Regional Office of Child Development and Early Learning (OCDEL) that serves your county. Please refer to the map included in the information you received at your orientation session.

North Central Region OCDEL  
DGS Annex Hillcrest #53  
P.O. Box 2675  
Harrisburg, Pennsylvania 17105  
or

North Central Region OCDEL  
100 Lackawanna Avenue  
Scranton State Office Building  
Scranton, Pennsylvania 18503

Southeast Region OCDEL  
801 Market Street  
Suite 5132  
Philadelphia, Pennsylvania 19107-3126

Western Region OCDEL  
11 Stanwix Street  
Suite 240  
Pittsburgh, Pennsylvania 15222

