

Mailing your Fingerprint cards to Kansas Department of Health and Environment (KDHE) Child Care Licensing

If you are:

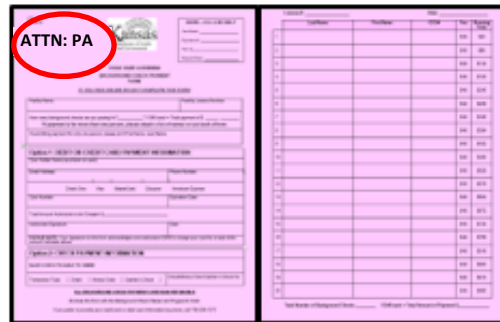
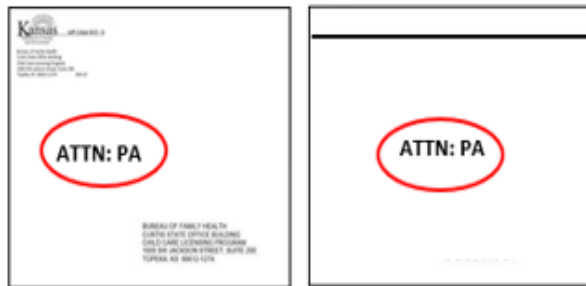
- Submitting an Initial Application (including Move, Program Change and Ownership Changes), or
- Adding a new affiliate (individual) living, working or volunteering at the facility

To flag your fingerprints as a priority to process, please write “ATTN: PA” on:

- 1.) The **front** and **back** of the envelope, **AND**
- 2.) On the **Pink Payment form ONLY** if you are submitting the payment information with your fingerprint card and you **DID NOT** pay the \$48 fee online.

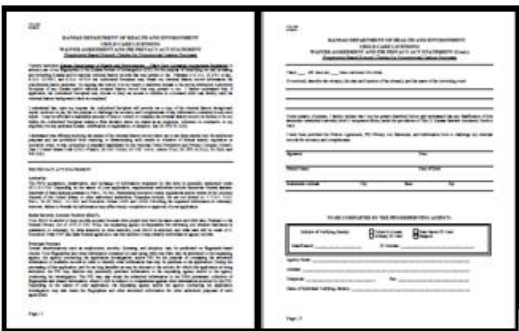

Payment Form
ONLY IF YOU HAVE NOT ALREADY PAID the \$48 online and you are including the payment with your fingerprint card

Front of Envelope / Back of Envelope



** IMPORTANT REMINDER **

Child Care Licensing must receive all three items below to be able to process your fingerprints. If we do not, your fingerprints will not be submitted for processing until we have received all three.

1 <u>Signed Waiver</u>	2 <u>Fingerprint Card</u>	3 <u>Payment of \$48 for each individual</u>
		<p>Your payment options are:</p> <ul style="list-style-type: none"> • Online through the Child Care Licensing Provider Access Portal, or • Completing the pink form above: <ul style="list-style-type: none"> ➢ For one individual, or ➢ For a group of individuals making sure to complete the back of the form. First and Last names are required to be listed.