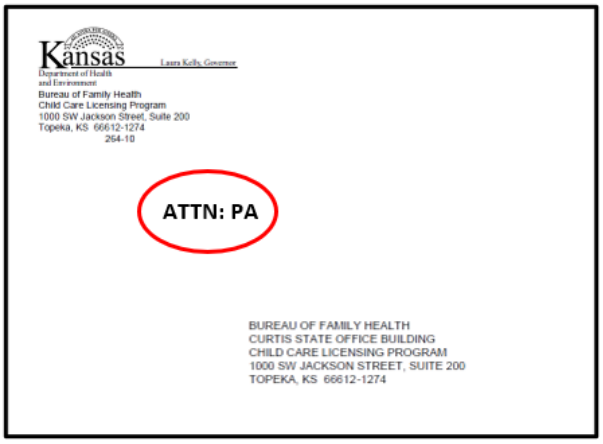
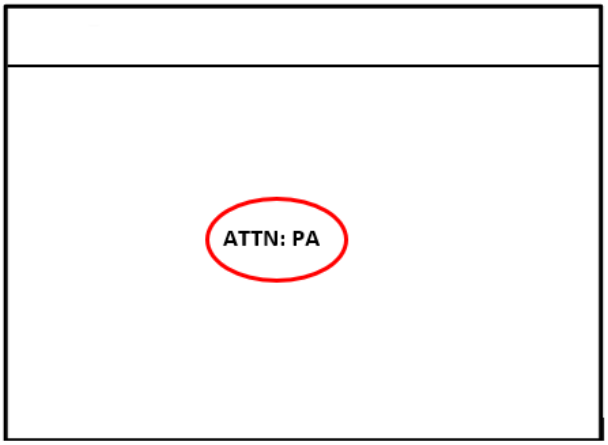
Mailing your Fingerprint cards to
Kansas Department of Health and Environment (KDHE) Child Care Licensing

If you are submitting an **Initial Application** (including Move, Program Change and Ownership Changes), to flag your fingerprints as a priority to process, please write "**ATTN: PA**" on:

- The **front** and **back** of the envelope

Front of Envelope	Back of Envelope
	

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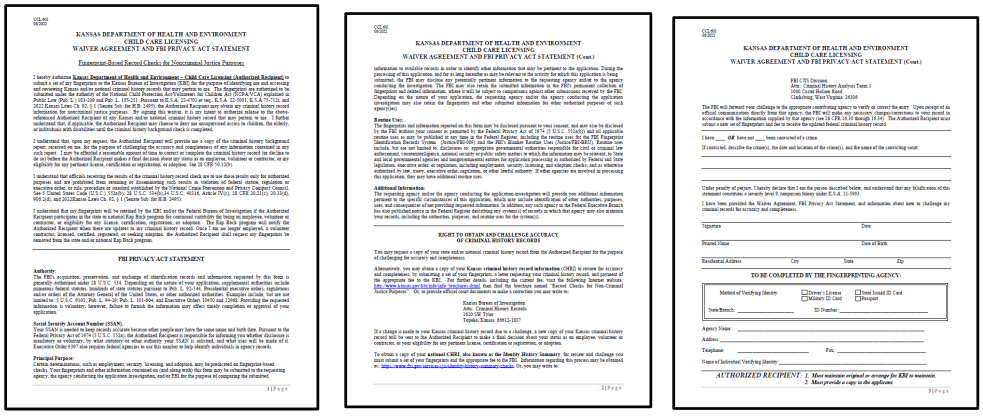
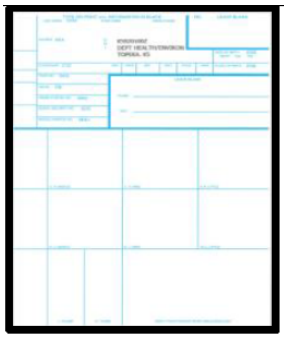
**** IMPORTANT REMINDER ****

Child Care Licensing must receive a waiver and fingerprint card below to be able to process your fingerprints. If we do not, your fingerprints will not be submitted for processing until we have received both.

1 **Signed Waiver**	2 **Fingerprint Card**
	

10/2022