VIRGINIA DEPARTMENT OF SOCIAL SERVICES
DIVISION OF LICENSING PROGRAMS

LICENSE MODIFICATION REQUEST FOR FACILITY CHANGE OF LOCATION

Instructions: To ensure timely processing, the licensee must submit a modification request to the area Licensing Office at least 60 days prior to the facility's planned change of location.

Licensee: _____ _____
Printed Name **Signature**

Licensee Email:_____ **License Number** **(located on bottom left of license)**_____

Facility Name: _____

Planned Date of Relocation: _____

OLD Physical Address: _____
Street **City** **State** **Zip**

OLD Mailing Address: _____
Street **City** **State** **Zip**

NEW Physical Address: _____
Street **City** **State** **Zip**

NEW Mailing Address: _____
Street **City** **State** **Zip**

OLD Telephone Number: _____ **NEW Telephone Number:** _____

DIRECTIONS TO NEW LOCATION: _____

_____

_____

_____

All licensees except child-placing agencies and family day systems must submit the following to the Licensing Office regarding the new location:

_____ **A copy of the fire inspection, if required by program standards;**

_____ **A copy of the Report of Environmental Sanitation Inspection, if required by program standards;**

_____ **The Building Evaluation or Inspection form, if required by program standards;**

_____ **A floor plan, if required by program standards;**

_____ **A site plan, if required by program standards;**

_____ **An asbestos statement, for any child day center building built prior to 1978;**

_____ **Verification of liability insurance, if required by program standards; and**

_____ **For family day homes, Contact with Local Zoning Administrator form (for new site).**

For child placing agencies only: Provide verification of applicable office setting and condition requirements by standards.