

## CHILD CARE LICENSING ONLINE RENEWAL

A renewal request is considered complete when all required items and fees have been received by Child Care Licensing.

- ① Go to the Care About Childcare (CAC) website at [careaboutchildcare.utah.gov](http://careaboutchildcare.utah.gov).
  - ② Click "Providers" (bottom center of the CAC home page).
  - ③ Click "Login."
  - ④ Log in using your CAC username and password to enter the facility portal. If you do not have a login, please contact your local Care About Child Care agency at [careaboutchildcare.utah.gov](http://careaboutchildcare.utah.gov) or call toll-free at 1-855-531-2468.
  - ⑤ Click the "Child Care Licensing Portal" link (bottom center of the CAC home page).
  - ⑥ Click "Renewal Request" on the left side of the page.
  - ⑦ Click "Request Renewal" at the bottom of the instruction page.
  - ⑧ Complete the Renewal Request form and then click "Submit" at the bottom of the page.
  - ⑨ Upload, email, fax, mail or hand deliver copies of the following required documents:  
(These documents may be submitted together or separately any time before your license or certificate expiration date).
    - One of the following: A current business license, receipt verifying application, or a document from the city/county stating that an annual business license is not required.
    - A current fire inspection or a document from the local fire authority stating that an annual fire clearance is not required.
    - A current local health department kitchen inspection. This must be less than two years old.
  - ⑩ Pay the renewal fee(s).
    - A credit card payment may be made by calling 801-374-7688 or 801-273-6617.
    - A check or money order made payable to the "Utah Department of Health" may be mailed or hand delivered to a Child Care Licensing office.
    - A cash payment in the exact amount may be hand delivered to a Child Care Licensing office.
- Mailing Address (to mail fees and/or documents):  
Child Care Licensing  
PO Box 142003  
Salt Lake City, UT 84114-2003
  - Location Addresses (to hand deliver fees and/or documents):

3760 South Highland Drive, Room 247	150 East Center St, Suite 3200
Salt Lake City, UT 84106	Provo, UT 84606
801-273-6617	801-374-7688
888-287-3704 (Toll Free)	800-894-2588 (Toll Free)
801-274-0731 (Fax)	801-536-0168 (Fax)
  - Warning: Electronic Benefit Transfer (EBT) payments will need to be repaid to the Department of Workforce Services (DWS) if your Child Care License/Certificate expires.