

Licensing Application Checklist

- Family Home Study Application, DCYF 10-354:** Fill out completely and include contact information for **three** references including mailing addresses and phone numbers. Two references must be unrelated, one reference must be related, and list all adult children. Your licensor will contact your references.
- Background Authorization (BAF), DSHS 09-653:** Anyone 16 years or older living on the premises must submit a BAF and provide a copy of photo identification. **Section 2** on the BAF form must be filled out completely. Once the BAF is received, individuals 18 years or older and individuals 16 & 17 years that have lived outside Washington in the last three years will receive instructions for setting up a fingerprint appointment. **Note: You may Complete your BAF online at <https://fortress.wa.gov/dshs/bcs/>.** This link works best in Chrome internet browser.
 - For all BAFs completed online, you will be provided a confirmation number/control ID. Provide that information to your licensor for processing.
- Emergency Evacuation Plan DCYF, 16-204:** Please complete and sign.
- Financial Worksheet, DCYF 14-452:** Please attach verification of income (i.e. W-2s, pay stubs, etc.).
- Applicant Medical Report, DCYF 13-001:** A physical exam completed within the last 12 months is required for each applicant. Please initial and sign the upper section on the form and give to your licensor with contact information for your medical provider. Licensor to send medical request directly to provider.
- Personal Information, DCYF 15-276:** Required for each applicant.
- Copy of Driver's License(s) and Auto Insurance:** Provide current copies for each applicant.
- Copy of TB Tests:** Results required within the past 12 months for anyone who is 18 years **and** older living in the home.
- Copy of First Aid, CPR, Blood Borne Pathogens, and HIV/AIDS cards or certificates:** Required for anyone who is at least 18 years and is a caregiver. **CPR must be in-person** and Infant / Child CPR is required if caring for a child under age 8. Active medical licenses may also fulfill this requirement; provide this to your licensor.
- Copy of Orientation and Caregiver Core Training certificates:** Required for one applicant, but both applicants are encouraged to attend.
- Copy of water test completed within last 12 months:** Only required if on a private or community well.
- Immunization records for children in the home:** This is not applicable for foster children.
- If requesting to be licensed for children under 2 years of age and medically fragile:**
 - Proof of Tdap or DTap (Pertussis / Whooping Cough) immunizations for **all** household members.
 - Proof of Influenza (flu) immunizations for **all** household members age six months and above.
- Vaccination and Rabies records for pets**

NOTES:

- Foster Home Inspection Checklist, DCYF 10-183, will help you prepare your home for the licensing inspection. The licensor will complete this form with you
- The forms listed above are available at the request of your licensor. **Please keep a copy for your records.**
- Submission of an application, DCYF 10-354, and background checks, DSHS 09-653, will start the licensing process, but we encourage you to submit a fully complete packet for more efficient and quicker processing.
- Once your application is received you will be contacted by LD within 7 days.

Thank you for your interest in becoming a foster parent or licensed kinship caregiver!

Our partners at the Alliance CaRES program are available to support you! CaRES provides information about becoming a foster parent, support to current foster parents and kinship caregivers, and more. Please contact CaRES at 206-221-4913 or by email at alliancecares@uw.edu to learn more!