



STATE OF WASHINGTON  
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES  
LICENSING DIVISION

Dear \_\_\_\_\_,

Thank you for your **provisional expedited foster care license application**. I look forward to working with you. As part of the provisional expedited licensing process it is required that you will submit the remaining licensing application materials that consists of the documents for both the provisional expedited and full foster care license within 14 days of LD receiving your application, which is \_\_\_\_\_.

**The boxes checked below show the documents needed to complete your provisional expedited foster care license:**

- DCYF 09-653 Background Authorization for
- DCYF 10-290 Policy Agreements
- Copies of current driver licenses and insurance for all who transport foster children.

**The boxes checked below show the documents needed to complete your full foster care license:**

- DCYF 15-276 Personal Information for
- Names and contact information of all of your children (minors and adults).
- DCYF 15-128 Verification of Indian Status for
- DCYF 13-001 Applicant Medical Report – Confidential for
- DCYF 09-979 Marital History
- DCYF 14-452 Financial Worksheet
- DCYF 10-406 Employed Foster Parent Child Care Plan
- DCYF 16-204 Emergency Evacuation Plan
- Copy of well test, if on private water source
- Immunization records for children in your home (not applicable for foster children)
- TB test results for
- Training documentation
  - Current first aid and CPR training cards for all who will have sole care of foster children at any time.  
The CPR training must apply to the ages of the children who will be in your care.
  - Verification of HIV / Bloodborne Pathogens training for
- Pet vaccination records

**Additional requirements if taking placement of a child under the age of two years:**

- Tdap verification for all household members ages seven (7) years and above
- DTaP verification for all household member ages 0 - 6 years
- Influenza immunizations for all household member ages six (6) months and above

I will contact you to schedule a home visit within the next seven (7) days. Please submit all of the required documents by \_\_\_\_\_, that will help us complete the licensing process timely and efficiently.

Please call me with any questions.

Sincerely,

Licensors  
Phone:  
Email: