

Licensure Unit Application Processing

Due to the high volume of applications received in our office each day, we cannot provide same day processing and issuance of licenses.

In order that we may provide the best possible and equitable service to all of our customers, all applications will be processed in date order received. You will be contacted within 30 days following our receipt if we need additional information from you.

You may submit applications, fees, and requests for other license related documents by using one of the following methods:

1. Send by standard mail to the address denoted on the application / website
OR
2. Hand deliver to the Licensure Unit Office located at 301 Centennial Mall South, 1st floor- between 8:00 a.m. to 5:00 p.m.

How can you help reduce delays?

- Read and review the regulations for your profession / facility before you submit your application
- Read the application carefully
- Answer all questions
- Sign and date the application
- Attach the correct fee as noted on the application
- Include and/or request required documents. (Note: Some documents may need to be sent to our offices from their original source).

Make checks or money orders payable to: DHHS Licensure Unit.

We are unable to make change.

We are unable to accept credit/debit cards.

Thank you in advance for your cooperation.