

Additional Instructions for AODE License Application

When submitting any application, please also include the following:

- Indicate the gender and the age ranges of the clients you serve
- Include a direct phone number for the owner/administrator

Please see the instructions below that apply to specific situations.

- Applying for an Initial AODE license (new license number)?
 - Include the word (initial) after you insert the date on the **Date AODE began operation at current address** line
 - Include a copy of a Life Safety Code survey from your local Fire Department
- Adding an Extension?
 - Indicate the license number that the extension will be associated with
 - Include a copy of a Life Safety Code survey from your local Fire Department for the new extension
- Adding beds to a Residential AODE?
 - Indicate how many beds
- Adding a new service?
 - Indicate which service you wish to add
- Change of location?
 - List the existing license number
 - List the old address
 - List the new address
 - Include a copy of a Life Safety Code survey from your local Fire Department
- Change of name?
 - List the license number
 - List the previous name
 - List the new name
- Change of ownership?
 - List the license number
 - Include a copy of a legal document showing that the transfer transaction has been completed
 - Specify the previous ownership and current ownership

Note: The associated fees for the above actions are indicated on the second page of the application.