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.