CDC/SGH#	

Arizona Department of Health Services
Bureau of Child Care Licensing
CONTROLLING PERSONS GUIDELINES

These are general guidelines and NOT all-inclusive.
The actual controlling person must be determined on a case-by-case basis by the organization.

ORGANIZATION	*CONTROLLING PERSONS*
Partnership	**General Partner** **Any Limited Partner who holds at least ten percent of voting rights**
Corporations, Associations, Limited Liability Company, Municipal Corporations/Agencies	**President** **Chief Executive Officer** **Incorporator** **Agent** **Any person owning or controlling at least ten percent of the voting securities**
School Districts, Counties	**Designated Agent**
Other	**Owner(s) having the power to vote at least ten percent of the outstanding voting securities** **Any person holding a beneficial interest in at least ten percent of the liabilities of the applicant or licensee**

See A.R.S. § 36-881.4, A.R.S. § 36-889 http://www.azleg.gov/ars/36/00889.htm

Please ensure that the organization's information is correct and up-to-date at the time of the License Anniversary Date.

Complete the following information and attach copies of the requested information (see p.2).					**BCCL staff ONLY**
NAMES **Signatory / Designated Agent**		**CITIZENSHIP** **Form/documentation**	**FINGERPRINT CLEARANCE card**	**Criminal History Affidavit**	**Verified**
Signatory		☐ form ☐ documentation	Attach current copy	Attach copy	
Designated Agent		☐ form ☐ documentation	Attach current copy	Attach copy	

See page 2 for "Designated Agent" definition.
Per R9-5-109, "Signatory" means an individual who is authorized by a school district governing board, school district superintendent, or governmental agency to sign a document on behalf of the school district governing board, school district superintendent, or governmental agency.

Under penalty of law, I declare that the information provided in the application is accurate and complete.

Applicant/Licensee signature:	**Date:**

CDC/SGH#	

CONTROLLING PERSONS INFORMATION: *See A.R.S. § 36-881.4*

Controlling Person means a person who:

a. Has, through ownership, the power to vote at least ten per cent of the outstanding voting securities.
b. If the applicant or licensee is a partnership, is the general partner or a limited partner who holds at least ten per cent of the voting rights of the partnership.
c. If the applicant or licensee is a corporation, an association or a limited liability company, is the president, the chief executive officer, the incorporator, an agent or any person who owns or controls at least ten per cent of the voting securities.
d. Holds a beneficial interest in ten per cent or more of the liabilities of the applicant or the licensee.

Name	Title	Address (Street, City, State, Zip)

DESIGNATED AGENT INFORMATION: (*see A. R.S. § 36-889(D) and R9-3-101.27*)

Each applicant or licensee shall designate an agent who is authorized to receive communication from the Department, including legal service of process, and to file and sign documents for the applicant or licensee
The designated agent for a corporation, association or limited liability company must be a controlling person under 36-881.4.
The designated agent must be a resident of this state.

Designated agent NAME:		
Business Address:	**Business Telephone number:**	**Business Fax number:**

Attach a copy of one of the following for the designated agent:
A U.S. passport, a birth certificate, naturalization documents, or documentation of legal resident alien status.

I affirm that no Controlling Person has been denied a Certificate to operate a Child Care Group Home or a License to operate a Child Care Facility for the care of children in this state or another state or has had a License to operate a Child Care Facility or a Certificate to operate a Child Care Group Home revoked for reasons that relate to the endangerment of the health and safety of children.
Under penalty of law, I declare that the information provided in the application is accurate and complete.

Applicant/Licensee signature:	**Date:**

CDC/SGH#	

Public School / Government Agency / Charter School
LIST OF RESPONSIBLE PARTIES

To be filled out by those programs owned by a Public School District, Government Agency or Charter School

List all those persons responsible for the district policies, procedures, and decisions. They may be the governing board, superintendent and may or may not include the principal.

Printed Name	Title	Address (Street, City, State, Zip)