

ANNUAL LICENSING FEE PAYMENT REMINDER

Per R9-10-107(C), a licensee **shall submit the applicable annual licensing fees** in R9-10-106 to the Department, no earlier than 60 calendar days before the anniversary date of the facility's health care institution license. Per R9-10-106(F), failure to submit the applicable annual licensing fees by the anniversary date of the license **will result in a \$250 late fee**. Per R9-10-105(D), failure to submit the annual licensing fees and late fee within 30 calendar days after the anniversary date of the license **will result in the license being considered VOID**. A health care institution that provides licenseable care and/or services after a license has been void is considered as providing unlicensed care and **will be subject to enforcement action** by the Department. Please also note that requests for grace period extensions or the backdating of a license **will not be granted**.

NOTE: To ensure receipt of the licensing fee reminder emails, please complete the [Online Licensing Portal](#) registration process. The email address(es) associated with the active user(s) of the Portal will receive the reminders ONLY and will not replace or be used as the licensed facility's primary email address. Licensees are responsible for [notifying the Department](#) if a user needs to be removed and if a facility's primary email address needs to be updated. The facility's primary email address is used for all other electronic correspondence from the Department.

