
To renew a license for a Residential Care or Assisted Living Facility, the Applicant must complete a licensing application on SDS Form 0570. This application can be found at:

[Click on this link to access the forms server](#). Renewal applications must be received at least 45 days prior to the license expiration. Before submitting the application, please review and verify that all necessary information for renewal is provided including:

- **Licensing Application** – owner and management company (if applicable) must each Submit an application, only one licensing fee of \$60.00 is required;
- **Responses to questions in Sections 6 & 7** by each owner having 10% or more Interest by checking the appropriate box;
- **Registration with Secretary of State Corporation Division.** The facility licensee/owner and management company must be registered with the Secretary of State Corporation Division either as an assumed business name or name of corporation. To register or download information, please go to <http://filinginoregon.com>;
- **Credit Check Authorization** for each owner having 10% or more interest and the consent for the business credit check;
- **Criminal History Request forms** to be completed by each owner having 10% or more Interest, please use Form 0301AD which can be located at http://www.oregon.gov/DHS/admin/crim_checks ;
- **Fire Inspection Report** – most recent report showing compliance with fire and life Safety requirements; and
- **Administrator Reference Summary** – “If one has not been previously submitted, for current administrator submit Form SDS 0566 which can be obtained at <http://www.dhs.state.or.us/admin/forms> “;

Please submit the above information to:

Safety, Oversight and Quality Unit
Attn: Lynda Freeman
PO Box 14530
Salem, OR 97309

For questions please contact Lynda Freeman at 503-945-5853 or email at lynda.a.freeman@state.or.us