

GROUP HOMES
FOR THE DEVELOPMENTALLY DISABLED
Bureau of Special Licensing
150 N 18th Ave, Suite 410
Phoenix, AZ 85007

Initial Application: Renewal Application

Full Legal Name of Applicant (Individual or business organization requesting a license)	To be used by Department: DDH-
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Pursuant to Arizona Revised Statutes Title 36, Chapter 5.1, Article 3 and Arizona Administrative Code Title 9, Chapter 33, **all requirements** listed below must be submitted before a license can be issued by the Department. An inspection of the home is also required. Missing items or blank fields on the application will result in a request for the missing information and delay processing of the application.

APPLICATION CHECKLIST		ADHS Review
Application with all applicable fields complete		
A complete and signed Statement of Citizenship or Alien Status form (see attached form)		
Copy of citizenship or authorized presence document (see attached list)		
A copy of the applicant's current service provider contract with the Division indicating that services are to be provided at the address of the proposed group home (Award/Expansion Letter, Initials Only) Or Documentation from the Division demonstrating that the applicant has a service provider contract pending for providing services at the address of the proposed group home. (QVA ALWAYS REQUIRED)		
A copy of the applicant's accreditation report issued by a nationally recognized accreditation organization, if applicable.		

Pursuant to A.R.S. 41-1030(B)(D)(E)(F)

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

E. A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

F. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

BUSINESS ENTITY/OWNER

Type of Business Entity (check only **one** box):

Sole Proprietorship/Owner

Tax Exempt 501(C)(3) Corporation

Limited Liability Corporation

Corporation

Entity Name (Full Legal name of Individual **or** business organization requesting a license)

Email Address

Phone Number (XXX) XXX-XXXX

Mailing Street Address

Apt, Unit, etc. #

City

State

Zip Code

Emergency Contact (Name, Title, Phone and Email)

INDIVIDUAL TO ACT FOR APPLICANT/LICENSEE

Pursuant to R9-33-104, **if the applicant is a business organization**, please complete this section with information for the individual who the business organization has designated to act its behalf, for the purposes of this application/license, who:

- Is a controlling person of the business organization
- Is a U.S. citizen or legal resident
- Has an Arizona address

Legal First Name

Legal Middle Name

Legal Last Name

Email Address

Phone Number (XXX) XXX-XXXX

Mailing Street Address

Apt, Unit, etc. #

City

State

Zip Code

PROPOSED GROUP HOME FOR THE DEVELOPMENTALLY DISABLED INFORMATION

Name of Proposed Group Home, if applicable

Street Address of Proposed Group Home

City

State

Zip Code

Phone Number of Proposed Group Home (XXX) XXX-XXXX

Fire Risk Prevention

Level I

Level II

CERTIFICATION

Is the Proposed Group Home currently accredited?

Yes

No

If yes, provide name of nationally recognized accrediting organization

If yes, provide accreditation dates (MM/DD/YYYY-MM/DD/YYYY)

NOTE: IF YES, in order to qualify for a 3 year license, you **MUST** include a copy of the accreditation report with this application and the report **MUST** indicate that this location was included in the accreditation on-site survey.

INSPECTION INFORMATION (if applicable)

Pursuant to R9-33-104, please complete this section with information regarding when the home will be ready for inspection.

Is the Proposed Group Home currently ready for inspection by the Department?

Yes No

If no, provide the anticipated date the Proposed Group Home will be ready for inspection. (MM/DD/YYYY)

SUPPLEMENTAL REQUESTS FOR INFORMATION

Do you authorize the Department to submit supplemental requests for information under R9-12-106(C)(3) if necessary to complete the application?

Yes No

APPLICANT ATTESTATION

I, _____ attest that all information submitted as part of this application is true and accurate.

Signature of Applicant

Date Signed

AZDHS Use ONLY

Description: Name, Legal, Fax

CIV QVA Initials/Date: _____

**ARIZONA STATEMENT OF CITIZENSHIP
OR ALIEN STATUS FOR STATE PUBLIC BENEFIT**
Bureau of Special Licensing

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

Directions:

1. All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.
2. Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license.
 - a. If the document you submit does not contain a photograph, **you must also provide a government issued document that contains your photograph.**
 - b. You must submit supporting legal documentation (i.e. marriage certificate) **if the name on your evidence is not the same as your current legal name.**

SECTION I — APPLICANT INFORMATION

Legal First Name	Legal Middle Name	Legal Last Name
Type of Application:		
<input type="checkbox"/> Initial Application <input type="checkbox"/> Renewal Application		
Type of License/Certification:		
<input type="checkbox"/> Sober Living Home <input type="checkbox"/> Group Home for the Developmentally Disabled		

SECTION II — CITIZENSHIP OR NATIONAL STATUS DECLARATION

Are you a citizen or national of the United States? Yes No

If you answered 'Yes' to the previous question, indicate place of birth:

City: _____ State (or equivalent): _____ Country or Territory: _____

If you answered 'Yes,'

1. Attach a legible copy of a document from the attached list.
Name of Document: _____
2. Skip Section III and go to Section IV.

If you answered 'No,' complete sections III and IV.

SECTION III — ALIEN STATUS DECLARATION

To be completed by applicants who are **not citizens or nationals of the United States.**

1. Please indicate alien status by checking the appropriate box below.
2. Attach a legible copy of a document from the attached list.

Name of Document: _____

Qualified Alien Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- 2. An alien who is granted asylum under Section 208 of the INA.
- 3. A refugee admitted to the United States under Section 207 of the INA.
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban/Haitian entrant.
- 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States.

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101(a)(15).
- 10. Alien Paroled into the United States For Less Than One Year (8 U.S.C. § 1621(a)(3))
- 11. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C § 1621(c)(2)(A) and (C))

- 12. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 13. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 *et seq.*];
- 14. A foreign national not physically present in the United States.

Otherwise Lawfully Present

- 15. A person not described in categories 1-13 who is otherwise lawfully present in the United States. **PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(a).**

SECTION IV — DECLARATION

ALL applicants must complete this section.

I declare under penalty of perjury under the laws of the state of Arizona that the answers and evidence I have given are true and correct to the best of my knowledge.

Signature of Applicant

Date

ACCEPTABLE EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS

Per A.R.S. §41-1080, you must submit one of the documents in the list below to verify authorized presence in the United States.

Please note:

1. If the name on the document submitted is NOT your current legal name, you MUST provide a legal name linkage document (i.e. marriage certificate, court order, etc.)
2. If the document submitted does NOT contain your photograph, you MUST provide another government issued document that contains a photograph.

Acceptable Documents:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
2. A driver license issued by a state that verifies lawful presence in the United States (Illinois, New Mexico, Utah, and Washington (except for 'Enhanced' credentials) do not verify lawful presence in U.S.)
3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
4. A United States certificate of birth abroad.
5. A United States passport.
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.