

Central Background Registry (CBR) Withdrawal

Individual Request to Withdraw a CBR Application or End CBR Enrollment



To withdraw a facility application or voluntarily close your child care program, please use form CCLD-0123.

Section A: CBR Application in Process

Complete Section A if you have a Central Background Registry (CBR) application *in process* with the Child Care Licensing Division (CCLD) and would like to **voluntarily withdraw the application**.

I withdraw my application for enrollment in the Central Background Registry, [OAR 414-061-0035](#).

Effective Date:

Reason for Withdrawal:

NOTE: If withdrawing during a pending legal action (e.g. suspension, revocation, or removal) against your Registry enrollment, CCLD will withdraw the enrollment as "in lieu of legal action."

Section B: End Current CBR Enrollment

Complete Section B if you have an active enrollment in the Central Background Registry (CBR) with the Child Care Licensing Division (CCLD) and would like to **voluntarily withdraw from the Registry**.

I voluntarily end my enrollment in the Central Background Registry, [OAR 414-061-0035](#).

Effective Date:

Reason for Withdrawal:

NOTE: If ending enrollment during a pending legal action (e.g. suspension, revocation, or removal) against your Registry enrollment, CCLD will close the enrollment as "in lieu of legal action."

Section C (REQUIRED): Information and Signature

Name:

Registry #:

Facility Name (if different):

Facility #:

Address (provider/facility):

Signature:

Date:

Please submit completed and signed form to the Child Care Licensing Division by email to CCLD.CustomerService@delc.oregon.gov or by mail to Child Care Licensing Division, 700 Summer Street NE, Salem, OR 97301.

Oregon Administrative Rules, Oregon Department of Early Learning and Care, Early Learning Division, Chapter 414, Divisions 205 [Registered Family Child Care Homes](#), 305 [Certified Child Care Centers](#), and 350 [Certified Family Child Care Homes](#).

You are entitled to language assistance services and other accommodation at no cost. If you need help in your language or other accommodations, please contact the Child Care Licensing Division at 503-947-1400.