Child Care Licensing Division Request for a Findings Review

NOTE: This request must be submitted within 45 calendar days from the date of the finding letter. Please use a separate request form for each findings letter that you would like reviewed.

Please complete the form and attach any additional information or documentation you would like to include in the request. Email to CCLD.FindingsReview@delc.oregon.gov or mail your information to the Child Care Licensing Division at: 700 Summer St NE, Salem, OR 97301, Attn: Findings Review, or fax your request to 503-947-1428 Attn: Findings Review. You may contact your licensing specialist or call the Child Care Licensing Division 's Central Office in Salem at 1-800-556-6616 for the regional manager's contact information, or if you have any questions regarding the request.

Child Care Facility/Program Information

Facility Name: License #:

Facility Physical Address:

Provider/Director Name:

Details of Request

1. What findings are you requesting to be reviewed? Include the Child Care Licensing Division rule number.

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2. What was the original finding? Valid Unable to Substantiate

3. Please explain what you are requesting the finding be changed to and why. If you need additional page(s), attach them to this form, and include any supporting documents.

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Provider/Director Signature: Date:

Please contact the Child Care Licensing Division regional manager if you have a condition that prevents you from completing this form. You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Child Care Licensing Division at 503-947-1400.