

Information regarding submission of application

1. Please complete the 5-page CLIA application form CMS-116 which can be found here:
<https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS116.pdf>
2. Laboratories performing moderate (including PPMP) and/or high complexity tests must also complete the 'Director Qualification Appraisal' form, found here:
<https://www.oregon.gov/oha/PH/LABORATORYSERVICES/CLINICALLABORATORYREGULATION/Documents/dir.pdf>
3. Submit Director Qualification Appraisal form with the CLIA application.
*Please note:
 - ✓ Director Qualification Appraisal form is NOT required for application for Certificate of Waiver.
 - ✓ The individual designated as laboratory director for any type of CLIA certificate assumes responsibility and legal liability for all laboratory testing conducted under the authority of the CLIA certificate issued.
4. Oregon laboratories mail applicable forms to the Oregon State Agency:

**Laboratory Compliance Section
7202 NE Evergreen Parkway
Suite 100
Hillsboro, OR 97124-7251**

For laboratories NOT LOCATED IN OREGON go to the following URL
<https://www.cms.gov/Regulations-and-Guidance/Legislation/CLIA/Downloads/CLIASA.pdf>
and locate your state's CLIA Office address, then mail your forms there.