

Department of Licensing and Regulatory Affairs  
Bureau of Community and Health Systems  
Child Care Licensing Division

***If your organization wishes to do this, the legally responsible person (board president, superintendent, owner, etc.) must complete this form, designating another person as the representative for the licensee. The person being designated must agree in writing to be the licensee designee.***

shall be legally responsible to represent the licensee in all licensing matters.

Name of Person Legally Responsible for the License (Board President, Owner, Superintendent, etc.)		Position
<div style="border: 1px solid black; height: 100px; margin-bottom: 10px;"></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;">Signature</div> <div style="width: 35%; border-top: 1px solid black; text-align: center;">Date</div> </div>		

Name of Designee \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Authority: 1973 PA 116  
Completion required if you wish to designate another person as representative

BCAL-5003 (Rev. 6-17) Previous editions obsolete. MS Word