

**CHILD CARE LICENSEE DESIGNEE  
STATE OF MICHIGAN**

Department of Licensing and Regulatory Affairs  
Child Care Licensing Bureau

The Child Care Organizations Act allows a licensee to designate another individual - called a licensee designee - to act on behalf of the licensee on licensing matters. The individual must be designated in writing by the person legally responsible for the license (board president, owner, superintendent, etc.). Note: All license applications must still be signed by the legally responsible person; they cannot be signed by the licensee designee.

***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.***

I designate \_\_\_\_\_  
Name of Designee and Position

to serve as \_\_\_\_\_'s representative.  
Licensee Name

This person shall be legally responsible to represent the licensee in all licensing matters for the following center(s):

Facility License Number      Facility Name

Name of Person Legally Responsible for the License (Board President, Owner, Superintendent, etc.)	Position
_____ Signature	_____ Date

I agree to be the licensee designee for the above named licensee and child care center(s).

_____ Licensee Designee Signature	_____ Date
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**Note:** New licensee designees may need to be fingerprinted. Please contact your licensing consultant to determine if fingerprints are needed and to obtain instructions on the process.

Authority: 1973 PA 116 Completion required if you wish to designate another person as representative	LARA is an equal opportunity employer/ program.
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