

Re: Home Care Agency License Renewal

Dear Administrator:

The license for your home care agency is due to expire on July 31st. To continue your current licensed status, please complete the enclosed ODH Form 757 (Rev. 1/2018) Application for Renewal License to Operate a Home Care Agency, and return to this division with the required attachments and fee no later than June 30th.

Prior to license renewal, the applicant shall submit proof by furnishing a copy of:

- A. Trade Name Report from the Oklahoma Secretary of State's Office
- B. Agency administrator's current certification issued by the Department as a home care administrator
- C. License verification of Supervising RN/Alternate RN/Physician
- D. Certificate of insurance
- E. Proof of Renewal fee

To ensure your application is processed in a timely manner, please verify your submitted application is completed in its entirety, includes the correct renewal fee (branch renewal fee if applicable), and is signed. Please retain a copy for your file.

Checks, money orders, or bank drafts must be made payable to **the OKLAHOMA STATE DEPARTMENT OF HEALTH** (No such fee shall be refunded) and SUBMITTED WITH YOUR COMPLETED APPLICATION to the following address (No such fee shall be refunded):

***OSDH, ATTN: FINANCIAL MANAGEMENT- RECEIPTS UNIT  
FOR: PHS-MEDICAL FACILITIES  
PO BOX 268823 OKLAHOMA CITY, OK 73126-8823***

Please contact our office at (405) 426-8470 if you have questions.

Sincerely,



Dawn Lovett-Whitney, BS, RN,  
Assistant Director, Medical Facilities Service