

How to Pay My Licensing/Certification Fees

For certified applicants in Milwaukee County and all licensed applicants:

The non-refundable application fee can be paid using the Child Care Provider Portal (CCPP). There are two options for the e-payments:

1. **Electronic Funds Transfer from your checking or savings account.** There is no extra fee when choosing this option.
2. **Credit or debit card payment.** You will be charged an additional 2% convenience fee.

Certified applicants in Milwaukee County and all licensed applicants can also pay the **non-refundable application fee by check or money order and mail** to your regional licensing agency.

- **Northeastern Regional Office (NERO)** – 200 North Jefferson St. – Suite 411, Green Bay, WI 54301
- **Northern Regional Office (NRO)** – 2187 North Stevens St. – Suite C, Rhinelander, WI 54501
- **Southeastern Regional Office (SERO)** – 635 North 26th St, Milwaukee, WI 53233
- **Southern Regional Office (SRO)** – PO Box 8947, Madison, WI 53708
- **Western Regional Office (WRO)** – 221 West Madison St. – Suite 204, Eau Claire, WI 54703

1. Find your licensing regional office: dcf.wisconsin.gov/cclicensing/contacts
2. Fill out and print the form below to send in with your payment.

**If you have made an e-payment after submitting your application, please reach out to your local licensing/certification agency to let them know. Your application will not be processed until payment has been received.*

For certified applicants not in Milwaukee County, please contact your certifying agency to arrange for payment of fees. Find your certifying agency:

dcf.wisconsin.gov/files/ccregulation/cccertification/certifiers.pdf

Licensing and Milwaukee County Certification Check Remittance Slip for Application and Other Fee Payments

Use of form: Use of this form is voluntary and **may be used by certification applicants in Milwaukee County and licensing applicants.** Applicants and providers use this form to send in their application fees and other payments due to the department. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

For certified applicants *not in Milwaukee County*, please contact your certifying agency to arrange for payment of fees. Find your certifying agency:

dcf.wisconsin.gov/files/ccregulation/cccertification/certifiers.pdf

Instructions: Include this completed form along with your payment.

APPLICANT / PROVIDER INFORMATION

Name	Telephone Number
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Address

Email Address

APPLICATION / PROGRAM INFORMATION

Provider / Location Number

Facility Name (if none leave blank)

Date Application Submitted

Type of Application Submitted – Check the type of application you are submitting.

☐ Initial Application

☐ Continuation/Renewal Application

PAYMENT INFORMATION Make check or money order payable to **WI DCF** (include a note in the memo section of check indicating what payment is for)

Date Payment Submitted

Total Amount of Payment – Fill in the amount paid

\$ 0.00