



Georgia Department of Early Care and Learning

STEPS FOR CHANGES OF OWNERSHIP

1. Determine if the facility you are purchasing meets the definition of a Change of Ownership.
 - Currently operating, and there will be no lapse in service to the children and families. OR
 - Recently closed, and you will resume operation within 30 calendar days of the last day of operation.
2. Review the *Memorandum regarding Change of Ownership* and obtain the Change of Ownership Application/Guide. The package may be downloaded from Bright from the Start website at: <http://www.decal.ga.gov/ChildCareServices/ChangeofOwnership.aspx>
3. If the former owner had Georgia Pre-K classes through Bright from the Start, and you wish to continue delivery of Pre-K program services, then also obtain and fully complete the Pre-K Program Change Request Addendum from the website.
4. Determine what other local and state agencies have jurisdiction for the facility and become familiar with their requirements. Examples are agencies that have jurisdiction for fire, zoning, building, and health regulations and/or requirements that will apply to the facility. Begin securing the appropriate approvals, if needed, for the facility from these agencies. Note: Some jurisdictions require new owners to obtain updated certificates of occupancy or business licenses.
5. Submit your completed paperwork to:
Bright from the Start: Georgia Department of Early Care and Learning
Attn: Applicant Services Unit
2 Martin Luther King Jr. Drive SE
Suite 670-East Tower
Atlanta, GA 30334

Please ensure all of the following forms/ documents are fully complete and submitted in order to process your application in a timely manner:

- Change of Ownership Application
- Georgia's Pre-K Program Change Request Packet (If applicable, if former owner had lottery funded Pre-K class(es))
- Change of Ownership Notification form
- Documentation/verification of Ownership Change (i.e. final lease/ purchase agreement/ bill of sale)
- Letters from the seller (former owner) and buyer (applicant/new owner) stating their consent to sell/purchase and date of official ownership change.
- Corporation paperwork (If your ownership will be under a corporation or LLC, please submit your Certificate of Incorporation/Organization, Articles & By-laws. Please also ensure your corporation is currently Active and Compliant with Georgia's Secretary of State's office. Also, all information listed on the application regarding your corporation/LLC should match the information listed with Secretary of State. This can be verified at www.sos.ga.gov/corporations)

_____ Final fingerprint results letter for the facility's Director (Note: Live Scan fingerprinting process must be completed again if the director's existing fingerprint results are more than one year old.)

_____ Updated building inspection & fire marshal approval (If structural changes have occurred in the facility.)

_____ Revised Floor/ Site plans for the facility (If changes are being made.)

6. After approval of application, your ASU consultant will contact you to schedule an on-site inspection to determine compliance with the rules and regulations. If your facility is approved during the on-site inspection, post "**Permission to Operate**" notice, begin operation and pay your annual licensing fee within 30 days in order to receive your licensing certificate.