



# RI Department of Health

## Application

and instructions for

## Nursing Service Agency

RI General Law Chapter 23-17.7.1

Licensee Name: \_\_\_\_\_

Licensee Number: \_\_\_\_\_  
Assigned by RIDOH, leave blank if initial application

Reason for application (Please check all that apply):

- Initial Licensure
- Change of Ownership
- Change of Address
- Change of Name

Please complete the following for a change of ownership, address or name

Current Program Name: \_\_\_\_\_

Current License Number: \_\_\_\_\_

Current Address: \_\_\_\_\_



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INSTRUCTIONS

- Please answer all questions. Do not leave blanks. Incomplete forms will be returned to you and your license will not be issued. Please use a ballpoint pen.
- The fee for this application is \$1,000. If this application reflects a change of location or name, there is no fee.
- If this is your secondary license (I.e., you have paid a \$650 fee for your Home Care Provider or Home Nursing Care Provider license) then there is no fee for the Nursing Service Agency License.
- Make your check/money order payable to "General Treasurer, State of Rhode Island". Do not send cash.
- Sign the completed application and return to:

Rhode Island Department of Health  
3 Capitol Hill, Room 306  
Providence, RI 02908-5097.

- If you have any questions concerning this application, call the office of **Facilities Regulations** at (401) 222-2566.
- Licensure application materials are public records as mandated by Rhode Island law and may be made available to the public, unless otherwise prohibited by State or Federal law.
- **The Nursing Service Agency shall maintain a premise within the geographical boundaries of the state per section 10.3(C) of the Nursing Service Agency regulations (216-RICR-40-10-10).** A Rhode Island registered agent will satisfy this requirement.
- **Please note that within 24 months of initial licensure, the provider is required to attain appropriate certification from an accreditation agency per section 10.3(D) of the Nursing Service Agency regulations (216-RICR-40-10-10).**
- Provider is required to comply with all licensure requirements per 216-RICR-40-10-10 (Licensing Nursing Services Agencies) <https://rules.sos.ri.gov/regulations/Part/216-40-10-10>

**You must attach the following items before a license can be issued:**

1. **Copies of the required liability and bonding insurance in accordance with section 10.9.1(A)(5) of the regulations.**
2. **A notarized list of all direct and indirect owners whether individual partnership, limited partnership, limited liability company, or corporation with percent of ownership. If a corporation, this list must also include all officers, directors and other persons of any subsidiary corporation owning stock.**
3. **Members of the governing body, if different from item 2.**
4. **A copy of the policy/contract for supervision of nursing assistants in accordance with section 10.9.1(B)(3) of the regulations.**
5. **Example of employee photo ID badge in accordance with section 10.9.1(B)(4) of the regulations.**
6. **Criminal Record check policy/procedure in accordance with section 10.9.3(D) of the regulations.**
7. **Policy on reporting of abuse and neglect in accordance with section 10.9.7 of the regulations.**

**Attachments:** If you have been requested to submit attachment(s) with this application, please label and staple each separate attachment and securely affix any and all attachments to this application.

**Postage:** The amount of postage required for mail delivery will vary depending upon the total weight of your attachment(s) and application. Please be careful to include the appropriate postage necessary to mail your completed application.



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Additional License Type: (Please check the appropriate boxes. There is no fee for an additional license type)
1. I have received a Certificate of Need and will be applying for either a Home Care Provider and/or a Home Nursing Care Provider: [ ] Yes [ ] No
If you have answered YES to the above, please contact doh.ofr@health.ri.gov and ask for the licensing program manager for further instruction before proceeding with this application.
License Sub-Type: Please select one. [ ] Profit [ ] Non-Profit
Agency Name: Please provide the name of the agency (as known to the public). Name: \_\_\_\_\_
Agency Contact Person: Director, Administrator, CEO, President, etc. Point of emergency contact. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
Agency Mailing Information: Please provide the mailing information for all communication regarding this license. (Not published on RIDOH website). Address Line 1: \_\_\_\_\_ Address Line 2: \_\_\_\_\_ Address Line 3: \_\_\_\_\_ Address City, State, Zip Code: \_\_\_\_\_ Address Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_
Agency Location Information: Please provide the location information for this facility. (Published on RIDOH website). Note this address must be a Rhode Island address per section 10.3(C) of the Nursing Service Agency regulations. Address Line 1: \_\_\_\_\_ Address Line 2: \_\_\_\_\_ Address Line 3: \_\_\_\_\_ Address City, State, Zip Code: \_\_\_\_\_ Address Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_



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| <p><b>Ownership Type:</b><br/>Please check ONE</p>  | <p><input type="checkbox"/> Corporation <input type="checkbox"/> Limited Partnership<br/><input type="checkbox"/> Government Entity <input type="checkbox"/> Limited Liability Company<br/><input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partner<br/><input type="checkbox"/> Partnership <input type="checkbox"/> Other: _____</p> |
| <p><b>Ownership Information:</b><br/>Please provide ownership information.</p>  | <p>Legal Business Name: _____<br/><b>NOT THE "DOING BUSINESS AS"</b><br/>DBA: _____</p>   |
| <p><b>Ownership Address Information:</b><br/>Please provide the address and telephone number(s) of the owner.</p>   | <p>Address Line 1: _____<br/>Address Line 2: _____<br/>Address Line 3: _____<br/>Address City, State, Zip Code: _____<br/>Phone: _____<br/>Fax: _____<br/>Email Address: _____</p>  |
| <p><b>Parent Organization, Group Affiliation:</b><br/>Please complete this section if there is any parent organization, group affiliation or other entity that is on the top of the Facility/agency control</p> | <p>Corporation Type: _____<br/>Name of Organization: _____<br/>Address Line 1: _____<br/>Address Line 2: _____<br/>Address Line 3: _____<br/>Address City, State, Zip Code: _____<br/>Phone: _____<br/>Fax: _____<br/>Email Address: _____</p>  |



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| <p><b>Land/Building Info:</b></p> <p>If the owner of the land and building is other than the operator of this agency/facility, please complete the following:</p> | <p>Name: _____</p> <p>Address Line 1: _____</p> <p>Address Line 2: _____</p> <p>Address Line 3: _____</p> <p>Address City, State, Zip Code: _____</p> <p>Phone: _____</p>   |
| <p><b>Compliance with Conditions of Approval</b></p> <p>Please check yes or no.</p>   | <p>This facility/agency is in compliance with all conditions of approval (i.e., relative to Certificate of Need, Change of Effective Control, Initial Licensure and/or Licensure renewal).</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> |



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**Acknowledgements**

I am aware of Chapter 5-34-1 of the General Laws of Rhode Island, 1956, as amended, and the standards, rules and regulations prescribed there under, which regulate the operation of this agency.

I acknowledge that authorized representative of the Licensing Agency shall, in conformity with the authority continued under Chapter 23-17-10 of the General Laws of Rhode Island, as amended, have the right to enter without prior notice to inspect the entire premises and services, including all records of any facility/residence.

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| <p><b>FEIN Number<br/>(Federal Employer<br/>Identification Number)</b></p> <p>Note: If you are a sole proprietor this number may be your Social Security Number.</p> | <p><b>Pursuant to Chapter 75 of Title 5 of the Rhode Island General Laws, as amended, any person applying for or renewing any license, permit, or other authority to conduct a business or occupation within Rhode Island must have filed all required state tax returns and paid all taxes due the state or must have entered into a written installment agreement to pay delinquent state taxes that is satisfactory to the Tax Administrator.</b></p> <p>Please provide below SSN/FEIN for this license:</p> <hr/> <p>SSN/F.E.I.N. Number: _____</p> |
|--|---|

|  |  |                                       |   |       |  |  |  |       |  |                                   |  |       |  |
|--|--|---------------------------------------|---|-------|--|--|--|-------|--|-----------------------------------|--|-------|--|
| <p><b>Affidavit of Applicant</b></p> <p>Read, sign, and date this affidavit.</p> | <p style="text-align: center;"><b>AFFIDAVIT AND SIGNATURE</b></p> <p style="text-align: center;"><b>This Application Must be Signed</b></p> <p><b>I have read carefully the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of this License in the State of Rhode Island.</b></p> <p><b>I understand that this is a continuing application and that I have an affirmative duty to inform the Rhode Island Department of Health of any change in the answers to these questions after this application and this Affidavit is signed.</b></p> <p><b>I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have either paid all taxes due the state or have entered into a written installment agreement with the Rhode Island Division of Taxation.</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><b>Signature of Authorized Person</b></td> <td style="width: 40%;"><b>Date of Signature<br/>(MM/DD/YY)</b></td> </tr> <tr> <td>_____</td> <td></td> </tr> <tr> <td colspan="2"><b>Printed Name of Authorized Person</b></td> </tr> <tr> <td colspan="2">_____</td> </tr> <tr> <td colspan="2"><b>Title of Authorized Person</b></td> </tr> <tr> <td colspan="2">_____</td> </tr> </table> <p><b>Furnishing the SSN and/or FEIN is mandatory. The SSN and/or FEIN will be transmitted to the Rhode Island Division of Taxation pursuant to Chapter 75 of Title 5 of the Rhode Island General Laws, as amended.</b></p> | <b>Signature of Authorized Person</b> | <b>Date of Signature<br/>(MM/DD/YY)</b> | _____ |  | <b>Printed Name of Authorized Person</b> |  | _____ |  | <b>Title of Authorized Person</b> |  | _____ |  |
| <b>Signature of Authorized Person</b>  | <b>Date of Signature<br/>(MM/DD/YY)</b>  |                                       |   |       |  |  |  |       |  |                                   |  |       |  |
| _____  |  |                                       |   |       |  |  |  |       |  |                                   |  |       |  |
| <b>Printed Name of Authorized Person</b>   |  |                                       |   |       |  |  |  |       |  |                                   |  |       |  |
| _____  |  |                                       |   |       |  |  |  |       |  |                                   |  |       |  |
| <b>Title of Authorized Person</b>  |  |                                       |   |       |  |  |  |       |  |                                   |  |       |  |
| _____  |  |                                       |   |       |  |  |  |       |  |                                   |  |       |  |