

## **General Acute Care Hospital and Acute Psychiatric Hospital Report of Change Application Instructions for Change of Name**

To request and submit changes to a licensed facility in California, complete the required application forms and submit them with all of the identified supporting documents. The Centralized Applications Branch (CAB) will not process incomplete or partially complete applications. Refer to the [sample application packet](#) to assist in completing a Change of Name (CHON) application.

These instructions assist in preparing a General Acute Care Hospital (GACH) or Acute Psychiatric Hospital (APH) report of change application packet for a CHON (facility, licensee, or service).

Please read each required application form carefully and:

- Provide all requested supporting documents.
- Retain a copy of the completed application forms and supporting documents- CAB may contact the applicant and will refer to the information provided.

### **Review Process**

Pursuant to California Health and Safety Code (HSC) section 1272, within 100-calendar days of receipt, the Department must evaluate and approve or deny the application. Failure to provide requested documents within the timeline will result in denial of the application by the Department.

The district office must, within 30-business days from the date of an approved written application, complete an on-site survey and submit its findings to the Department. The Department shall issue a new or revised license on or before the 31<sup>st</sup> business day following approval of the application.

### **Payments**

Payment is due when CAB confirms the written application packet is complete. Only business checks, cashier's checks, or money orders, made payable to the "California Department of Public Health" will be accepted. Payment in full is due before the written application is processed.

Application fees change annually. Check the current [application fee](#) on the Licensing and Certification website.

Pursuant to Title 22 California Code of Regulations section 70110(b), no fee shall be refunded to the applicant if the application is withdrawn or denied.



Center for Health Care Quality  
Licensing and Certification Program  
Centralized Applications Branch

Payment of outstanding license fees is required prior to issuance of a license.

**Submission of Applications**

Submit all completed application packet and payment to:

California Department of Public Health  
Licensing and Certification Program  
Centralized Applications Branch  
P.O. Box 997377, MS 3207  
Sacramento, CA 95899-7377

If you have any questions, please contact the CAB, at (916) 552-8632 or by e-mail at [CABHospitals@cdph.ca.gov](mailto:CABHospitals@cdph.ca.gov).