

Michigan Department of Licensing and Regulatory Affairs
Bureau of Health Care Services
Health Facilities Division
Substance Abuse Program
P.O. Box 30664
Lansing, MI 48909
(517) 241-1970

LICENSE CHANGE OF INFORMATION FORM

Authority: P.A. 368 of 1978, as amended.

In order to maintain a valid substance abuse license, this form must be completed and submitted to the Substance Abuse Program prior to making changes in ownership, governing authority, location or merger. A license is NOT transferable. In accordance with Rule 325.14212 of the Administrative Rules for Substance Abuse Programs, non-compliance with this requirement is a violation.

When a change is anticipated, complete the applicable portion of this form, with signature, and submit it to the Substance Abuse Program at the above address. Provide a copy to your local substance abuse coordinating agency and retain a copy for your program files. Please note that certain changes require the completion of a new license application. If you have any questions, please contact the Substance Abuse Program at (517) 241-1970.

Complete the following information as shown on your current license or most recent license application.			
License Number		Date of Submission (MM/DD/YY)	
Program Legal Name			
Street Address (P.O. Box, if applicable)			
City	State	Zip Code	County
Telephone Number with Area Code	Fax Number with Area Code		E-Mail Address
<p>Check the appropriate box below that indicates which change(s) will be made to your program.</p> <p>List effective date of change: _____ (MM/DD/YY)</p> <p>Program Legal Name – New Name: _____</p> <p>Street Address – Change of Address: _____</p> <p>City: _____ Zip _____</p> <p>Telephone Number (include area code): _____</p> <p>Program Director: _____</p> <p>Program Ownership: Use form number LARA/SUB-500 – <i>Application for a Substance Abuse License</i></p>			
<p>* Fewer than half are new members: Submit list of new members, their position, business address, contact phone number and whether they provide direct services to clients with this form.</p> <p>* One half or more are new members: Download a new application from the Substance Abuse Licensing web page found through (http://www.michigan.gov/healthlicense) or request a form by contacting the State office shown above.</p>			

MERGER WITH ANOTHER PROGRAM: Use form LARA/SUB-500 - *Application for a Substance Abuse License*

ADDITION OF SERVICE CATEGORY(IES) (Check below which apply)

In order for your program to add services to your present license, it will be necessary for you to submit documentation of compliance with the administrative rules listed (under each service category) **BEFORE** a recommendation can be made.

PREVENTION-CAIT	INPATIENT Number of Licensed Beds _____
RESIDENTIAL Number of Beds _____	CASEFINDING-SARF
RESIDENTIAL DETOX - Number of Beds _____ (Include Appendix B - LARA/SUB-021)	OUTPATIENT
OUTPATIENT METHADONE (Include Appendix D - LARA/SUB-023)	

ADDITION OF SERVICE CATEGORY(IES) ASSOCIATED WITH AN EXISTING LICENSE

Substance Abuse Case Management
Integrated Treatment for Persons with Mental Health and Substance Use Disorders
Early Intervention
Peer Recovery and/or Recovery Support

For the above categories, if applying, please send documentation of how your program conforms to the definitions relevant to each category. These can be found in the Administrative Rules.

DELETION OF SERVICE CATEGORY. IDENTIFY:

CERTIFICATION
(MUST BE SIGNED)

I certify that the information contained herein is true and accurate. Supportive documentation will be furnished upon request of the Substance Abuse Licensing Program or the coordinating agency designated to serve my program's geographic area.

Program Director's Signature: _____ Date: _____

Printed Name: _____