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January 20, 2026

AFL 26-01

**TO:** All Health Facilities

**SUBJECT:** Fiscal Year (FY) 2025-26 Health Care Facility Announcement: Ability to Pay Licensing Fees Online

**AUTHORITY:** Health & Safety Code (HSC) section 1266

### **All Facilities Letter (AFL) Summary**

This AFL informs Health Care Facilities/Licensees of the ability to pay application licensing fees online via eCheck or a credit card, effective January 20, 2026

## **Background**

On January 20, 2026, providers will have the option to pay application licensing fees electronically.

Pursuant to HSC section 1266 licensing applications and written notifications (including, but not limited to, Initial, Change of Ownership, and Report of Change) require an application fee. Currently these fees are paid using a check submitted via mail to the California Department of Public Health, Center for Health Care Quality's (CHCQ's) Revenue Collection Unit. The new online payment portal will provide an additional payment option, allowing providers to submit fees securely using either an eCheck or a credit card. This online payment system provides a more efficient payment option for providers enabling faster application processing.

## **Processing Times**

CHCQ's Centralized Applications Branch (CAB) processes applications in the order received. To prevent processing delays, providers must submit a complete application packet, including all required forms and supporting documentation. Upon validation of a complete application, the applicant will be notified to submit the required fee, with the option to pay electronically. Applications that are missing forms, supporting documents, or fees will be denied.

## Resources and Questions

To assist providers in submitting complete and correct application packets, visit the CDPH License and Certification Application Process webpage. The webpage includes licensing and certification forms, provider instructions, provider checklists, and other helpful resources.

For additional information regarding the application review process, please contact CAB by phone at (916) 552-8632 or by email at [CAB@cdph.ca.gov](mailto:CAB@cdph.ca.gov).

Sincerely,

**Original signed by Mandi Posner**

Mandi Posner  
Deputy Director

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Page Last Updated : January 20, 2026