

Florida Agency for Health Care Administration (AHCA) Licensure Process
The Florida AHCA oversees licensure for healthcare facilities (e.g., hospitals, nursing homes, assisted living facilities, etc.). Here are the steps:

Step 1: Determine the Type of Facility License You Need

- Visit the [Florida AHCA website](#) and identify the specific facility type you are applying for.
- Review the requirements for that license, including facility standards, staffing, and documentation.

Step 2: Complete the Application

- Access the application for your specific facility type through the AHCA Health Facility Regulation Portal: [AHCA Portal](#).
- Fill out the application form completely and accurately.
- Pay the required application fee (non-refundable) online via the portal.

Step 3: Submit Supporting Documentation

- Gather and submit all required documents, such as:
 - Facility floor plans and blueprints.
 - Proof of compliance with state and federal regulations.
 - Staffing and training records.
 - Financial statements or proof of funding.
- Submit documents electronically through the portal or by mail, as specified.

Step 4: Complete LiveScan Fingerprinting

- LiveScan fingerprinting is required for background checks for facility owners, operators, and key personnel.
- Follow these steps:
 - a. Locate an approved LiveScan fingerprinting provider in Florida. A list of providers is available on the AHCA website.
 - b. Bring a valid government-issued photo ID (e.g., driver's license, passport) and your ORI number (provided by AHCA during the application process).
 - c. Complete the fingerprinting process at the provider's location.
 - d. The results will be sent directly to AHCA.
 - e. **A Florida Originating Agency Identification (ORI) number is Required**

Step 5: Wait for Background Check Results

- After completing LiveScan fingerprinting, AHCA will process your background check.
- This step can take 2–4 weeks, depending on the volume of applications and the complexity of your background.

Step 6: Address Any Deficiencies

- If AHCA identifies any issues (e.g., missing documents, background check concerns), they will notify you via email or through the portal.
- Respond promptly to any requests for additional information or documentation.

Step 7: Application Review and Approval

- Once all requirements are met (application, fees, documents, and background check), AHCA will review your application.
- The review process typically takes 4–6 weeks, but it may vary depending on the facility type and workload.

Step 8: Receive Your License

- If your application is approved, you will receive notification via email or the AHCA portal.
- Your facility license will be issued, and you can verify it online through the AHCA's License Verification Portal.


Step 9: Maintain Your License

- After receiving your license, ensure you comply with all renewal requirements, including:
 - Submitting annual reports.
 - Paying renewal fees.
 - Renewing your license before the expiration date (typically annually).

CONTACT INFORMATION

FLORIDA AGENCY FOR HEALTH CARE ADMINISTRATION (AHCA)


• **HEALTH FACILITY REGULATION:**

 (888) 419-3456



WEBSITE. <http://ahca.myflorida.com/>

• **BACKGROUND SCREENING:**

 (850) 412-4503



HFRInfo@ahca.myflorida.com