



## Healthcare Facility Regulation

### ANNUAL LICENSE FEE PAYMENTS

The Rules and Regulations for General Licensing and Enforcement Requirements, Chapter 111-8-25, requires licensed providers to pay licensure fees **annually**. ***The annual fees are collected from October 1<sup>st</sup> through December 31<sup>st</sup> each year without penalty.*** A late fee of **\$150** is automatically added to the unpaid balance on **January 1<sup>st</sup>** each year.

The annual renewal fees cover the license period January through December for the following **calendar** year. The department does not issue new licenses when annual fees are paid. The licenses issued by the department have issue dates and no expiration date. The licenses are valid until surrendered or revoked.

#### ***New/Initial License Fees:***

Prior to a license being issued, the payment of the initial license fee is required. The initial license fee covers the remaining months of the **calendar** year the payment was made. For example, the initial license fee paid in June is good through December of that **calendar** year. The renewal fee billed and payable during the renewal period of October through December is for the following **calendar** year.

#### ***How and where to pay annual licensing fees:***

Annual licensing fees **MUST** be paid through the fee payment portal located on the Healthcare Facility Regulation website. <https://forms.dch.georgia.gov/Forms/Payments>

The department accepts Visa, Mastercard, Discover and American Express. Electronic ACH check payments are also accepted. **DO NOT** make ACH payments outside of the HFRD fee payment portal.

If an invoice is required prior to payment, a request for one can be made by clicking the link in the top right corner of the payment portal. A system generated invoice will be e-mail to the e-mail address provided. Also, upon the successful completion of payment, the department will automatically e-mail a paid in full invoice reflecting the fees paid.

**LICENSURE ACTIVITY FEES COLLECTED BY THE DEPARTMENT ARE NOT REFUNDABLE.**

**If you have questions regarding licensing activity fees, please send your inquiry to:**

[HFRD.payments@dch.ga.gov](mailto:HFRD.payments@dch.ga.gov)