

## ***Making Changes to your CLIA Certificate***

The CLIA Program requires that you notify our office within 30 days of changes to your CLIA certificate. The table below shows the requirements for making changes to your CLIA certificate, and what forms are needed. These forms can be found on the Illinois Department of Public Health's website, at <http://www.dph.illinois.gov/topics-services/health-care-regulation/clia>

<b>I NEED TO:</b>	<b>WHAT FORM DO I USE?</b>	<b>ANYTHING ELSE?</b>
Renew my CLIA certificate	(There is no renewal form; simply pay the CLIA User Fee Invoice that will be mailed to you by the US Department of Health & Human Services, CMS-CLIA Program)	(Once your payment has been posted, your new certificate will be mailed approximately 30 days prior to your current certificate's expiration date)
Reactivate a terminated CLIA certificate		<b>Please contact our office</b>
Change our physical or mailing address	<b>Name-Address-Director Change Form</b>	No
Change the name of our facility (our tax ID will not change)	<b>Name-Address-Director Change Form</b>	No
Change the ownership of our facility (our tax ID will also change)	<ul style="list-style-type: none"> <li>• <b>CMS-116 application</b> form for the <b>new</b> business entity</li> <li>• <b>Disclosure or Change of Ownership Form</b> for the <b>new</b> business entity</li> </ul>	NOTE: If there will be a Lab Director Change with the change in ownership, the previous owner or lab director must sign the "Transfer Statement" release paragraph in the Disclosure or Change of Ownership Form.
Change in Lab Director Name for CLIA Waived, PPM and Compliance	<b>Name-Address-Director Change Form</b>  (the new lab director must sign form)	(Qualifying documentation of the new director is required for Certificates of PPM and Compliance. Personnel Requirements may be found on our website)
Change in Lab Director Name For Accredited Certificates	Contact your accredited agency	No
Change CLIA Certificate of PPM, Compliance or Accredited to a CLIA Certificate of Waiver	<b>Certificate Type Change Form</b>	No
Change CLIA Certificate to PPM, Compliance or Accredited	<b>CMS-116 Application Form</b>  (Changes to Certificates of PPM requires a copy of the lab director IL Medical License)	Certificates of Compliance, and Accreditation  ( Lab director Qualifying documents are required) Personnel Requirements guide can be found in our website)

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**Making Changes to your CLIA Certificate (continued)**

<b>I NEED TO:</b>	<b>WHAT FORM DO I USE?</b>	<b>ANYTHING ELSE?</b>
Add or remove a specialty/subspecialty or test/assay, to/from my <b>Certificate of Compliance</b>	Specialty/Subspecialty and Test/Assay Change Form	No
Add or remove a specialty/subspecialty or test/assay, to/from my <b>Certificate of Accreditation</b>	Contact your accredited agency	No
Add or remove a test to/from my Certificate of <b>Waiver or Certificate of PPMP</b>	No notification is required	No
Request a <u>new</u> Multiple Site CLIA Certificate	CMS-116 (refer to page 2, Section V – Multiple Sites; you may attach additional pages if you are adding more than two locations)	(If you are applying for Multiple Site exception #2, you must include a copy of your Not-For-Profit Federal 501(c)(3) Tax Determination Letter)
Add or remove a site from my <u>existing</u> Multiple Site CLIA Certificate	Written notification from Lab Director, including CLIA number, site name, address, phone number, and tests performed at the site	No
Request a Temporary Testing endorsement for my CLIA Certificate	Written notification from Lab Director	No
Obtain a copy of my CLIA Certificate	Contact our office <a href="mailto:Jennifer.Waltrip@illinois.gov">Jennifer.Waltrip@illinois.gov</a> (217) 782-6747	No