

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health
Health Regulation and Licensing Administration**



**LICENSURE INSTRUCTIONS FOR
LICENSE TO OPERATE A NURSE STAFFING AGENCY**

We welcome your interest in becoming a licensed Nurse Staffing Agency (NSA) in the District of Columbia and look forward to providing expedient and professional services. However, the quality of our service is dependent on the completeness of your application. Please read these instructions carefully. The Health Regulations and Licensing Administration will not review applications not completed in accordance with these instructions. Illegible, incomplete applications and applications submitted without required signatures or with incorrect payment will be returned in their entirety.

Please read these instructions carefully to facilitate prompt processing of your application. If you have any questions contact Karen Scipio-Skinner at hpla.doh@dc.gov or (202) 724.8818.

HOW TO FILE APPLICATION

Mail paper application or CD to:

Nurse Staffing Agency Program
Department of Health
Health Regulation and Licensing Administration
899 North Capitol Street, NE; First Floor
Washington, DC 20002

HOW TO OBTAIN ADDITIONAL COPIES OF APPLICATION OR OTHER NSA DOCUMENTS

Send email To: hpla.doh@dc.gov Subject: NSA Application

Visit HPLA's website: www.hpla.doh.dc.gov

DOCUMENTS TO BE SUBMITTED:

- Application completed and signed. Please print or type all information except signature**
- Application fee. Check or money order MADE PAYABLE TO DC TREASURER**

Initial Licensure fee	Duplicate License
\$1,000	\$50.00

- Copy of insurance certificate**
- Copy of letter to NSA's insurance carrier (or other documentation) requesting HRLA as certificate holder**
- Copy of your agency's policies and procedures**
(Please be reminded to place a disclaimer on any information that you consider proprietary.)
- Copy of Certificate of Good Standing as a corporation**
- If located in the District of Columbia, Certificate of Occupancy issued by the District of Columbia Government for premises on which the office is located,**
- If located outside of the District of Columbia, submit copy of each document certifying the responsible jurisdiction's approval of the use of that location or premises as a Nurse Staffing Agency, including all approvals related to zoning, building and fire codes; agencies**

We look forward to working with you. Please feel free to contact Karen Scipio-Skinner at hpla.doh@dc.gov or (202)724.8818 if you have any questions or need additional information.