

## Change of Laboratory Owner(s)

California Business and Professions Code (BPC) section 1265 (g) requires clinical laboratories to notify Laboratory Field Services within 30 days of any change in ownership, name, location, or laboratory director. **Pursuant to BPC 1265 (e), a clinical laboratory license will be automatically revoked 30 days after a major change of directorship or ownership.** “A major change in ownership” means a change in ownership where 50 percent or more of the ownership interest is owned by persons other than the owners to whom the current clinical laboratory license is issued. See BPC 1211 (f). Laboratory must submit a completed application for a new clinical laboratory license within 30 days of a major change of ownership or cease engaging in clinical laboratory practice.

For a change that is not a major change, see required documentation for a “Minor Change of Ownership” in this section.

### Laboratory License Fee and Required Documents for a Major Change of Ownership:

- **License fee** payable to the State of California Department of Public Health. The fee is non-refundable and subject to change with each fiscal year. View the current fee schedule at <http://cdphinternet/programs/lfs/Documents/A-License-FeeSchedules.pdf> .

### State forms to complete:

- **LAB 144** – Application for Clinical Laboratory License
- **LAB 144B** – Application for Additional Clinical Laboratory Testing Sites, ONLY if qualified for multiple site exception under California Business and Professions Code 1265 (d).
- **LAB 1513** - Disclosure of Ownership and Control Interest Statement, including home addresses of all owners and corporate officers
- **Official documents of ownership transaction:** Copy of Bill of Sale, Sales Agreement, Merger Agreement, Partnership Agreement or Articles of incorporation which include all owners' name(s) and list of the Board of Directors and home addresses
- **LAB 116** – Laboratory Personnel Report
- **LAB 144A** – Laboratory Testing Declaration, including names of manufacturer(s) and/or equipment(s) and annual volumes
- **LAB 183** - Director's Attestation ( each director or co-director must file separate attestation )

### Federal forms to complete:

- **CMS 116** – CLIA Application
- **CMS 209** – Laboratory Personnel Report (CLIA)
- **Original signatures** must be on all forms where signatures are required.

State **LAB** forms and **Fee schedule** can be downloaded from:  
<http://www.cdph.ca.gov/pubsforms/forms/Pages/RegulatedLaboratories.aspx>.  
<http://cdphinternet/programs/lfs/Documents/A-License-FeeSchedules.pdf> .

Federal **CMS 116** and **CMS 209** can be downloaded from:  
[www.cms.hhs.gov/cmsforms/downloads/cms116.pdf](http://www.cms.hhs.gov/cmsforms/downloads/cms116.pdf)  
[www.cms.hhs.gov/cmsforms/downloads/cms209.pdf](http://www.cms.hhs.gov/cmsforms/downloads/cms209.pdf)

**Required Documents for a Minor Change of Ownership:**

- **Cover letter explaining the change of ownership**
- **LAB 1513** - Disclosure of Ownership and Control Interest Statement, including home addresses for all owners and corporate officers
- **Official documents of ownership transaction:** Copy of Bill of Sale, Sales Agreement, Merger Agreement, Partnership Agreement or Articles of incorporation which include all owners' name(s) and list of the Board of Directors and home addresses

**Submit fee and all required documents to:**

**CDPH - Laboratory Field Services Branch  
Facility Licensing Section  
850 Marina Bay Parkway Bldg P, 1<sup>st</sup> Floor  
Richmond, CA 94804**