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Instructions for Applying for a California Clinical Laboratory Registration

If you are applying for a CLIA Certificate of Waiver (COW) or Certificate for Provider Performed Microscopy Procedures (PPMP includes both waived and PPMP), you must apply for a state registration, not a state license.

If you are applying for a CLIA Certificate of Compliance or a Certificate of Accreditation for the performance of non-waived (moderate or high complexity) testing, you must also apply for a California clinical laboratory license. See separate instructions for applying for a state license.

California Clinical Laboratory Registration Fee and Required Documents:

- **Registration fee** payable to the State of California Department of Public Health. The registration fees are non-refundable and are subject to change with each fiscal year. The fee schedule may be downloaded from <http://www.cdph.ca.gov/programs/lfs/Documents/A-License-FeeSchedules.pdf>

- Federal CLIA program will bill you separately for the CLIA certification fee.

State forms to complete:

- **LAB 155** — Application for Clinical Laboratory Registration
- **LAB 116** — Laboratory Personnel Report (for PPMP only)

Federal form to complete:

- **CMS 116** — CLIA application, unless already certified by CMS
- Original signatures must be on all forms where signatures are required.
- Note: A laboratory director may direct no more laboratories than permitted by CLIA.

State **LAB** forms and the **fee schedule** can be downloaded from:

<http://www.cdph.ca.gov/pubsforms/forms/Pages/RegulatedLaboratories.aspx>
<http://www.cdph.ca.gov/programs/lfs/Documents/A-License-FeeSchedules.pdf>

Federal form **CMS 116** can be downloaded from:

<http://www.cms.hhs.gov/cmsforms/downloads/cms116.pdf>.

Submit fee and all required documents to:

**CDPH – Laboratory Field Services
Laboratory Facility Licensing
850 Marina Bay Parkway, Bldg P, 1st Floor
Richmond, CA 94804-6403**