 Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WAIVER REQUEST**

Office of Licensing and Monitoring

311 W. Saratoga Street, 4th. Floor

Baltimore, MD 21201

410-767-7871

Pursuant to Maryland Code of Maryland Regulations (COMAR) 14.31.05 the Office of Licensing and Monitoring may grant waivers to regulations that do not affect the health or safety of youth in a licensed program if the following conditions are met: (**Waiver means the setting aside of a specific licensing regulation.)**

1. The waiver must be requested by a licensee on a form and in a manner prescribed by the Office of Licensing and Monitoring.
2. The request for waiver must include the reasons that the licensee cannot comply with a requirement as stated in regulation
3. For each regulation for which a waiver is sought, a separate waiver request form is required. Also submit with your request form any supporting documentation.

All incomplete waiver requests will be returned to the licensee.

|  |  |  |
| --- | --- | --- |
| **Program Information** | | |
| **Name of Program:** | **COMAR Citation to be varied: (enter complete number)** | |
| **Program Address** | **City/State/Zip code** | |
| **Program Telephone Number:** | **Fax Number:** | |
| **Check the appropriate box:**  New waiver request  Renewal of current waiver | | |
| **Name/Title of Person Completing Request:** (Please Print) | | |
| **Signature:** | | **Date:** |

If this request is person-specific complete the following:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Date of Birth:** | **Sex:**  Male  Female |

Reason(s) why the waiver is required:

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Requested time period of waiver (enter both effective and end dates or check continuous):

|  |  |  |
| --- | --- | --- |
| Effective Date of Waiver | Expiration Date of Waiver | Continuous |

**CHANGES OR MODIFICATIONS IN THE CONDITIONS OF A CONTINUOUS WAIVER:**

Any licensee must inform the Office of Licensing and Monitoring of any changes or modifications that have occurred in the conditions that warranted the waiver. Failure to advise the Office of Licensing and Monitoring shall result in revocation of the waiver and may be cause for other sanctions under 14.31.05, 14.31.06.

**Attach applicable supplemental documentation as necessary**