

Forms:

Please use the following forms as listed below:

Adding an Extension Site:

- Request for Certification in the Medicare and/or Medicaid form [\(CMS-1856\)](#)
- Declaration of Extension Sites form [\(CMS-381\)](#)
- Extension Site Questionnaire Form [55642](#)

Change of address for an Extension Site:

- Request for Certification in the Medicare and/or Medicaid form [\(CMS-1856\)](#)
- Declaration of Extension Sites form [\(CMS-381\)](#)
- Extension Site Questionnaire Form [55642](#)

Changing Address for Main Site

- Request for Certification in the Medicare and/or Medicaid form [\(CMS-1856\)](#)
- Declaration of Extension Sites form [\(CMS-381\)](#)
- Extension Site Questionnaire Form [55642](#)

Change of administrator:

- Extension Site Questionnaire Form [55642](#)

Initial Certification

- Request for Certification in the Medicare and/or Medicaid form [\(CMS-1856\)](#)
- Health Insurance Benefits Agreement Form [\(CMS 1561\)](#)
 - Please submit three originals.
- Declaration of Extension Sites form [\(CMS-381\)](#)
- Office of [Civil Rights packet](#). Please submit original and one copy of the following:
 - (1) Letter of Instruction;
 - (2) Data Needs List;
 - (3) Attachments 1-9; and
 - (4) [HHS 690](#)

Please visit this website for the most up to date information on Civil rights forms that must be completed: <http://www.hhs.gov/ocr/civilrights/clearance/>