#### 3423 How to Prepare a Registration and Listing

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Policy

The effective date of the registration or listing permit is the date the permit is signed by the inspector.

The inspector issues a registration or listing in both English and Spanish if the most recent federal census shows that more than one-half of the population is of Hispanic origin or Spanish-speaking in:

 • a municipality; or

 • a commissioner’s precinct in a county.

See the [U.S. Census website](http://quickfacts.census.gov/qfd/index.html) for more information.

Texas Human Resources Code §[42.052](http://www.statutes.legis.state.tx.us/Docs/HR/htm/HR.42.htm#42.052)

Procedure

For a registration, the inspector:

 • prepares the registration permit using CLASS Form 2834 *Registered Child-Care Home Permit*; and

 • mails the permit to the permit holder with CLASS Form 2834a *Child Care Home Issuance Letter*.

For a listing, the inspector:

 • prepares CLASS Form 2871 *LH Issuance Letter*; and

 • mails the issuance letter to the listed family home with the technical assistance document *Checking the Sex Offender Registry to Keep Children Safe*.

DFPS Rules, 40 TAC §[745.341](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=341)