



NEW YORK CITY DEPARTMENT OF  
HEALTH AND MENTAL HYGIENE  
Oxiris Barbot, MD  
*Commissioner*

Dear Summer Camp Operator,

At this time, initial and renewal summer camp applications and supplemental documents must be mailed or emailed to the Health Department. Due to health concerns surrounding COVID-19 and the need to practice social distancing to protect the public and our employees, the Health Department's Child Care Borough Offices will be temporarily closed to the public.

### **Application Submission by Mail**

- **For new camp applicants**, first create an account on the Health Department's [online licensing system](#) and submit the \$200 application fee. You will receive a unique record ID number for your camp within 24 hours of payment.
- **For camp renewal applicants**, submit the \$200 fee using the [online licensing system](#).
- After receiving your record ID number, submit your completed application and supplemental documents by mail to NYC Department of Health, Bureau of Child Care, 125 Worth Street, Rm 916, New York, NY 10013.
- Alternatively, you can mail the \$200 application fee, completed application and supplemental documents to NYC Department of Health, Bureau of Child Care, 125 Worth Street, Rm 916, New York, NY 10013. Payment must be in the form of a U.S. Postal Money Order or certified bank check (made payable to NYC DOHMH.) If your camp is not-for-profit, submit proof of your IRS 501(c)(3) tax exemption letter in lieu of the \$200 fee.

### **Application Submission by Email**

- **For new camp applicants**, first create an account on the Health Department's [online licensing system](#) and submit the \$200 application fee. You will receive a unique record ID number within 24 hours of payment.
- **For camp renewal applicants**, submit the \$200 fee using the [online licensing system](#).
- Send your completed initial or renewal application, all supplemental documents and your record ID to [campinfo@health.nyc.gov](mailto:campinfo@health.nyc.gov).
- Please send ONLY one application per email. The subject line must read *Summer Camp Initial OR Renewal Application, DCID number* (for renewing applicants only), *Summer Camp Name* (for renewals) OR *Applicant's First and Last Name* (for initial applications), *Borough*. See examples below:
  - a. Summer Camp Initial Application, ABC Summer Camp, Bronx
  - b. Summer Camp Renewal Application, DCID12345, DEF Summer Camp, Manhattan

### **Other Application Information**

Camps that have not yet hired a Camp Director, Health Director or Aquatics Director (if applicable) should indicate "Pending" on the Children's Camp Facility and Staff Description form. However, all qualifications and forms must be submitted to [campinfo@health.nyc.gov](mailto:campinfo@health.nyc.gov) prior to permit issuance. In

addition, new Camp and Aquatic Directors must participate in a free orientation prior to permit issuance. Currently, we are not holding in-person sessions, but are exploring other ways to provide the orientations. More information will be available shortly.

If you have any questions, please contact your Borough Office representative or email [campinfo@health.nyc.gov](mailto:campinfo@health.nyc.gov).

**Bronx Borough Office**

347-854-1971 or 347-854-1972

**Brooklyn Borough Office**

718-222-6390 or 718-222-6399

**Manhattan/Staten Island Borough Office**

646-632-6305

**Queens Borough Office**

718-553-3981

Sincerely,

A handwritten signature in black ink, appearing to read "S. Hawkins", with a long, sweeping underline.

Simone C. Hawkins  
Assistant Commissioner  
Bureau of Child Care  
Division of Environmental Health