

HOW TO SUBMIT PAYMENT FOR YOUR CLIA CERTIFICATE

By Mail

The Centers for Medicare and Medicaid Services (CMS) will send your CLIA Laboratory User Fee Invoice with your CLIA number to the address of record upon processing of your initial CLIA application, or up to six (6) months in advance of your current CLIA's expiration date (this is how you renew your certificate). Please follow the payment instructions on the invoice. You will need to include your CLIA number on the FACE of the check (check stubs may become separated during processing), make the check payable to CLIA Laboratory Program, and send it along with the payment coupon from the invoice to:

CLIA Laboratory Program
P.O. Box 530882
Atlanta, GA 30353-0882

On-Line

(This option requires a CMS-assigned CLIA number. New applicants must wait until they receive their user fee invoice; the assigned CLIA number will be on the invoice.)

- Go to www.pay.gov
- In the search engine on the Pay.gov page, type "CLIA" and click **Search**.
- Under "CLIA Laboratory User Fees," click **Continue to the Form**.
- Follow the steps listed to pay your fee.

IMPORTANT: PRINT YOUR CONFIRMATION THAT PAYMENT HAS BEEN SUBMITTED! If you do not receive your certificate, you will be asked for a copy of your confirmation as proof of payment.