

Background Checks Requirements

*****Background checks must be completed within 90 days prior to submitting an application.*****

- **Sworn Disclosure Statement**

All members of the family day care household, including the provider, family members, assistants, and tenants, 18 years and older must complete a Sworn Disclosure Statement prior to licensure. This form is valid for 5 years.

- **National Criminal Background Check ****

This background check is fingerprint based and applies to all members of the family day care household, including the provider, family members, assistant, and tenants, 18 years and older. This background check is valid for 5 years.

**If you are a VDSS licensed provider or participate in Child Care Subsidy, your background check must be obtained through VDSS Office of Background Investigations. Please contact the VDSS local office for more details.*

- **Child Protective Central Registry Check**

All members of the family day care household, including the provider, family members, assistants, and tenants, 14 years of age and older must complete a CPS check. This background check is valid for 5 years and requires notary.

- **Out-of-State Central Registry Check**

All members of the family day care household, including the provider, family members, assistants, and tenants, 18 years of age and older who has lived outside of Virginia WITHIN the last 5 years must complete an out-of-state central registry check.

Please visit:

http://dss.virginia.gov/files/division/licensing/fdh/intro_page/background_investigations/guidance_procedures/other_states_instructions_for_out_of_state_cps_searches.pdf