

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES**  
**DIVISION OF LICENSING – CHILDREN'S PROGRAMS**  
**CONTACT INFORMATION**

The Divisions of Licensing – Children's Programs has regional offices located throughout Virginia.

Please contact the Licensing Office near you (See below) for information or questions regarding child care licensing.

Information is also available on our website at [www.dss.virginia.gov](http://www.dss.virginia.gov)

**VDSS/CENTRAL LICENSING OFFICE**

1604 Santa Rosa Road, Suite 130, Richmond, Virginia 23229-5008

**Tel: (804) 662-9743**, Fax: (804) 819-7113 or (804) 819-7114

**Counties:** Amelia, Brunswick, Caroline, Chesterfield, Cumberland, Dinwiddie, Essex, Goochland, Hanover, Henrico, King & Queen, King George, King William, Lancaster, Lunenburg, Mecklenburg, Northumberland, Nottoway, Powhatan, Richmond, Westmoreland

**Cities:** Blackstone, Colonial Heights, Farmville, Hopewell, Lawrenceville, Petersburg, Richmond, WestPoint

**VDSS/CHILD WELFARE LICENSING UNIT**

(Child-placing agencies, children's residential facilities and independent foster homes)

1604 Santa Rosa Road, Suite 130, Richmond, Virginia 23229-5008,

**Tel: (804) 662-7053**, Fax: (804) 819-7113

Covers: Statewide all Cities and Counties of the Commonwealth of Virginia

**VDSS/EASTERN LICENSING OFFICE**

420 N. Center Drive, Suite 100

The Shenandoah Building #11

Norfolk, Virginia 23502-0015

**Tel: (757) 985-4700**, Licensing Fax: (757) 455-0836

Main Fax: (757) 455-0840, Quality Control Fax: (757) 455-0841

**Counties:** Accomack, Northampton, Greensville, Isle of White, Southampton

**Cities:** Chesapeake, Emporia, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach

**VDSS/FAIRFAX LICENSING OFFICE**

3701 Pender Drive, Suite 125, Fairfax, Virginia 22030

**Tel: (703) 934-1505**, Fax: (703) 934-1558

**Counties:** Arlington, Loudoun, Fairfax

**Cities:** Alexandria, Annandale, Fairfax, Falls Church, Leesburg, Herndon, Vienna

**VDSS/NORTHERN LICENSING OFFICE**

410 Rosedale Court, Suite 270

Warrenton, Virginia 20186

**Tel: (540) 347-6345**, Fax: (540) 347-6304

**Counties:** Fauquier, Prince William, Rappahannock, Spotsylvania, Stafford

**Cities:** Fredericksburg, Manassas, Manassas Park, Woodbridge, Dale City

**VDSS/PIEDMONT LICENSING OFFICE**

210 First Street, S.W., Suite 200, Roanoke, Virginia 24011

**Tel: (540) 204-9631**, Fax: (540) 561-7569

**Counties:** Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Buckingham, Campbell, Charlotte, Craig, Franklin, Halifax, Henry, Nelson, Patrick, Pittsylvania, Prince Edward, Roanoke, Rockbridge, South Boston

**Cities:** Bedford, Buena Vista, Clifton Forge, Covington, Danville, Farmville, Lexington, Lynchburg, Martinsville, Roanoke, Salem

**VDSS/PENINSULA LICENSING OFFICE**

11751 Rock Landing Drive, Suite H6, Newport News, Virginia 23606

**Tel: (757) 247-8020**, Fax: (757) 247-8024

**Counties:** Charles City, Gloucester, James City, Mathews, Middlesex, New Kent, Prince George, Surry, Sussex, York

**Cities:** Hampton, Newport News, Poquoson, Williamsburg

**VDSS/VALLEY LICENSING OFFICE**

UVA Medical Park-Augusta

57 Beam Lane, Suite 102, Fishersville, Virginia 22939-2206

**Tel: (540) 332-2330**, Fax: (540) 332-7748

**Counties:** Albemarle, Augusta, Clarke, Fluvanna, Frederick, Greene, Highland, Louisa, Madison, Orange, Page, Rockingham, Shenandoah, Warren

**Cities:** Charlottesville, Culpepper, Harrisonburg, Staunton, Waynesboro, Winchester

**VDSS/WESTERN LICENSING OFFICE**

190 Patton Street, Abingdon, Virginia 24210

**Tel: (276) 676-5655**, Fax: (276) 676-5621

**Counties:** Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe

**Cities:** Blacksburg, Christiansburg, Bristol, Galax, Norton, Radford

**HOME OFFICE**

Virginia Department of Social Services

Division of Licensing Programs

801 East Main Street, 9<sup>th</sup> Floor

Richmond, Virginia 23219-2901

**Tel: (804) 726-7154**, Fax (804) 726-7132

**VDSS-Licensing's Statewide Toll-Free Number:**

**1-800-543-7545 or for the Richmond area only, call 804-692-2394.**

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES**  
**DIVISION OF LICENSING-ADULT PROGRAMS**  
**CONTACT INFORMATION**

**LICENSING INFORMATION PHONE LINE:**

For information on training, filing complaints or becoming licensed, call Licensing's statewide toll-free number: **1-800-543-7545** or for the Richmond area only, call **804-692-2394**. Information is also available on our website at: [www.dss.virginia.gov](http://www.dss.virginia.gov).

**VDSS Regulated Settings:** *Assisted Living Facilities and Adult Day Care Centers*

**HOME OFFICE**

Virginia Department of Social Services  
Division of Licensing-Adult Programs  
801 East Main Street, 9<sup>th</sup> Floor  
Richmond, Virginia 23219-2901  
Tel: (804) 726-7154, Fax: (804) 726-7132

**PLEASE CONTACT THE LICENSING OFFICE SERVING YOUR AREALISTED ON THIS PAGE  
FOR INFORMATION AND ASSISTANCE WITH LICENSING RELATED INQUIRIES.**

**REGION 1, Christopher Fracher, Licensing Administrator**

**FAIRFAX LICENSING OFFICE**

3701 Pender Drive, Suite 125  
Fairfax, Virginia 22030  
Tel: (703) 934-1505, Fax: (703) 934-1558  
**Counties:** Arlington, Loudon, Fairfax.

**Cities:** Alexandria, Annandale, Centreville, Fairfax, Falls Church, Herndon.

**NORTHERN LICENSING OFFICE**

410 Rosedale Court, Suite 270  
Warrenton, Virginia 20186  
Tel: (540) 347-6345, Fax: (540) 347-6304  
**Counties:** Culpepper, Fauquier, Prince William, Rappahannock, Spotsylvania, Stafford.

**Cities:** Fredericksburg, Manassas, Manassas Park, Woodbridge, Dale City.

**VALLEY LICENSING OFFICE**

UVA Medical Park-Augusta  
57 Beam Lane, Suite 102  
Fishersville, Virginia 22939-2206  
Tel: (540) 332-2330, Fax: (540) 332-7748  
**Counties:** Augusta, Clarke, Frederick, Greene, Highland, Madison, Orange, Page, Rockingham, Shenandoah, Warren.  
**Cities:** Harrisonburg, Staunton, Waynesboro, Winchester.

**REGION 2, Ivy Burnham, Licensing Administrator**

**EASTERN LICENSING OFFICE**

Interstate Office Park  
420 N. Center Drive  
Building 11, Suite 100  
Norfolk, VA 23502  
Tel: (757) 985-4700, Fax: (757) 455-0836  
**Counties:** Accomack, Greensville, Isle of Wight, Northampton, Southampton.  
**Cities:** Chesapeake, Emporia, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach.

**PENINSULA LICENSING OFFICE**

11751 Rock Landing Drive, Suite H6  
Newport News, Virginia 23606  
Tel: (757) 247-8020, Fax: (757) 247-8024  
**Counties:** Charles City, Gloucester, James City, Mathews, Middlesex, New Kent, Prince George, Surry, Sussex, York.  
**Cities:** Hampton, Newport News, Poquoson, Williamsburg.

**REGION 3, Michael Hoback, Licensing Administrator**

**PIEDMONT LICENSING OFFICE**

Piedmont Regional Office  
210 First Street, SW, Suite 200  
Roanoke, VA 24011  
Tel: (540) 204-9631, Fax: (540) 561-7569  
**Counties:** Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Buckingham, Campbell, Charlotte, Craig, Franklin, Halifax, Henry, Nelson, Patrick, Pittsylvania, Prince Edward, Roanoke, Rockbridge.

**Cities:** Buena Vista, Covington, Danville, Lexington, Lynchburg, Martinsville, Roanoke, Salem.

**WESTERN LICENSING OFFICE**

190 Patton Street  
Abingdon, Virginia 24210  
Tel: (276) 676-5490, Fax: (276) 676-5621  
**Counties:** Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe.  
**Cities:** Bristol, Galax, Norton, Radford.

**REGION 4, Brenda Hornsby, Licensing Administrator**

**CENTRAL LICENSING OFFICE**

1604 Santa Rosa Road, Suite 130  
Henrico, Virginia 23229-5008  
Tel: (804) 662-9743, Fax: (804) 819-7113  
**Counties:** Albemarle, Amelia, Brunswick, Caroline, Chesterfield, Cumberland, Dinwiddie, Essex, Fluvanna, Goochland, Hanover, Henrico, King & Queen, King George, King William, Lancaster, Louisa, Lunenburg, Mecklenburg, Northumberland, Nottaway, Powhatan, Richmond, Westmoreland.  
**Cities:** Blackstone, Charlottesville, Colonial Heights, Farmville, Lawrenceville, Hopewell, Petersburg, Richmond, Westpoint.