

**(Agency Letterhead)**

(Date)

Director  
LDSS  
Street Address,  
City, State, Zip

Subject: Conviction Letter

Dear

In accordance with the *Code of Virginia (Code)*, §§ 63.2-901.1 and 63.2-1721 a criminal background check was conducted on the foster and/or adoptive parent with our agency. The results of the fingerprint-based checks of the National Crime Information Database (NCID) and as verification that a search of the Child Abuse and Neglect Central Registry as required in § 63.2-901.1 are listed below.

It should be noted that:

- Section 63.2-901.1 of the *Code* allows a child-placing agency to approve an applicant convicted of not more than one misdemeanor as set out in §18.2-57 that does not involve abuse, neglect, or moral turpitude of a minor as a foster parent as long as 10 years have lapsed since the conviction.
- Section 63.2-1721-G of the *Code* allows a child-placing agency to approve as an adoptive or foster parent an applicant convicted of felony possession of drugs, who has had his civil rights restored by the Governor, provided 10 years have elapsed following the conviction.
- Section 63.2-1721-F of the *Code* allows a child-placing agency to approve as a foster parent an applicant convicted of statutory burglary for breaking and entering a dwelling home or other structure with intent to commit larceny, who has had his civil rights restored by the Governor, provided 25 years have elapsed following the conviction

This letter is verification that the foster and/or adoptive parent was convicted of one (or more) offenses/barrier crimes cited in § 63.2-1719 of the *Code*, including those specified for child welfare agencies and foster and adoptive homes approved by child-placing agencies. However the allotted timeframe that would have prevented approval has passed, and if required, the foster and or/adoptive parent's civil rights have been restored by the Governor.

Current Certificate Effective:  
Date Original License Issued:

Foster Parent Name:

Date of Results National Background Search

Date of Results Virginia Criminal check

Date of Results Child Abuse and Neglect Central Registry

Additional Foster Parent Name:

Date of Results National Background Search

Date of Results Virginia Criminal check

Date of Results Child Abuse and Neglect Central Registry

Please list other adults in the home if applicable.

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Agency Representative

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Signature Date