

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

**LICENSING INFORMATION PHONE LINE:**

For information on training or filing complaints call Licensing's statewide toll-free number: **1-800-KIDS-LIL/ (1-800-543-7545)**

**For the Richmond area only, call** (804) 692-2394, [www.dss.virginia.gov](http://www.dss.virginia.gov)

**VDSS Regulated Settings:** Child Day Centers, Family Day Homes, Assisted Living Facilities, Adult Day Care Centers, Children's Residential Programs, and Private Adoption and Foster Care Agencies.

**PLEASE CONTACT THE LICENSING OFFICE SERVING YOUR AREA (AS LISTED BELOW) FOR INFORMATION AND ASSISTANCE WITH LICENSING RELATED INQUIRIES:**

**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

**CENTRAL LICENSING OFFICE**

**(CHILD WELFARE LICENSING ALSO AT THIS ADDRESS)**

1604 Santa Rosa Road, Suite 130, Richmond, Virginia 23229-5008  
Tel: (804) 662-9743, Fax: (804) 662-7023

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

**Adult Only: Louisa & Fluvanna**

**Cities:** Blackstone, Colonial Heights, Farmville, Lawrenceville, Petersburg, Richmond, Westpoint. **Adult Only: Albermarle & Charlottesville.**

**EASTERN LICENSING OFFICE**

Pembroke Office Park  
291 Independence Boulevard  
Pembroke IV Office Building, Suite 300  
Virginia Beach, Virginia 23462-5496  
Tel: (757) 491-3990, Fax: (757) 552-1832

**Counties:** Accomack, Northampton, **Children's Only: Greenville, (Emporia), Isle of Wight, Southampton**

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

**PENINSULA LICENSING OFFICE**

2600 Washington Avenue, Suite 202, Newport News, Virginia 23607  
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, Hopewell, Newport News, Poquoson, Williamsburg

**NORTHERN LICENSING OFFICE**

170 West Shirley Avenue, Suite 200  
Warrenton, Virginia 20186  
Tel: (540) 347-6345, Fax: (540) 347-6304  
**Counties:** Fauquier, Prince William, Rappahannock, Spotsylvania, Stafford. **Adult Only: Culpepper**  
**Cities:** Fredericksburg, Manassas, Manassas Park, Woodbridge, Dale City

**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

**VALLEY LICENSING OFFICE**

Augusta Professional Park  
57 Beam Lane, Suite 303, 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  
**Children's Only: Albemarle, Charlottesville, Louisa Fluvanna & Culpepper**

**PIEDMONT LICENSING OFFICE**

1351 Hershberger Road, Suite 210, Roanoke, Virginia 24012  
Tel: (540) 204-9632, Fax: (540) 561-7536  
**Counties:** Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Buckingham, Campbell, Craig, Franklin, Halifax, Henry, Nelson, Patrick, Pittsylvania, Prince Edward, Roanoke, Rockbridge, South Boston. **Cities:** Bedford, Buena Vista, Charlotte, Clifton Forge, Covington, Danville, Lexington, Lynchburg, Martinsville, Prince Edward, 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:** Blacksburg, Christiansburg, Bristol, Galax, Norton, Radford.