

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

The Office of Background Investigations (OBI) - 801 E. Main Street, Richmond, VA 23219



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

REQUEST FOR BACKGROUND CHECK PORTABILITY: Central Registry & Criminal

Effective January 1, 2022, a background check shall not be required for any individual who has completed a background check under § 22.1-289.035 within the previous five years, **provided that**:

- (i) such background check was conducted after July 1, 2017;
- (ii) the results of such background check indicated that the individual had not been convicted of any barrier crime as defined in § 19.2-392.02 and was not the subject of a founded complaint of child abuse or neglect within or outside the Commonwealth; and
- (iii) the individual is currently or has been, within the previous 180 days, employed by or a volunteer at a child day center, family day home, family day system, or child day program described in subsection A of § 22.1-289.035.

To make a request, any Child Day Program or facility seeking a background check relative to portability, must FULL complete the following request and submit it to the Office of Background Investigations via email to portabilityrequest@dss.virginia.gov. *Completing this form in Adobe Acrobat Reader will expedite its processing.*

PROGRAM/FACILITY REQUESTING PORTABILITY INFORMATION

Name _____ Contact Name _____
Address _____ Contact Phone _____
Contact Email Address _____

APPLICANT INFORMATION

FULL Legal Name: First _____ Middle _____ Last _____
FULL SSN (with dashes) _____ Date of Birth (mm/dd/yyyy) _____

Applicants Previous Employer with Eligible Background Check through VDSS OBI:

Name _____ Dates of Employment (mm/yy) _____
Address _____ to _____

By signing this form, I, the applicant, authorize the release of this information and acknowledgment that I have NOT been convicted of any barrier crimes or the subject of any findings of Child Abuse/Neglect in Virginia or any other state since the date of the last eligible determination.

APPLICANT'S SIGNATURE AND DATE

REQUESTER'S SIGNATURE AND DATE

OBI recommends encrypting this form when sending it via email.

FOR OBI USE ONLY

Portability is **APPROVED** if both sections below are digitally signed and expiration dates are listed. Portability expires on the earliest of the expiration dates listed below.

APPROVAL SIGNATURES

Eligible Criminal Background Check Expires on:

Eligible NO MATCH VA Central
Registry Search Expires on: