

**VOLUNTARY REGISTRATION CONTRACT AGENCIES AND  
DEPARTMENT OF EDUCATION  
OFFICE OF CHILD CARE HEALTH AND SAFETY (OCCHS) LICENSING OFFICES**

**Locate your city or county below to determine which agency or licensing office will assist you in  
processing your application and monitoring compliance.**

**CHILDSAVERS/MEMORIAL CHILD GUIDANCE  
CLINIC (MCGC)**

**Contact:** Dorothy Billups, [dbillups@childsavers.org](mailto:dbillups@childsavers.org)

200 North 22<sup>nd</sup> Street

Richmond, Virginia 23223-7020

Phone: 804-591-3923 Fax: 804-343-2708

**Counties served:** Albemarle, Amelia, Brunswick, Charles City, Chesterfield, Cumberland, Dinwiddie, Essex, Fluvanna, Goochland, Greene, Greensville, Hanover, Henrico, James City, King William, Lancaster, Louisa, Nelson, New Kent, Northumberland, Nottoway, Powhatan, Prince George, Richmond, Surry, Sussex

**Cities served:** Blackstone, Charlottesville, Chester, Colonial Heights, Emporia, Glen Allen, Hopewell, Petersburg, Richmond, Williamsburg

**CAPITAL AREA PARTNERSHIP UPLIFTING  
PEOPLE (CAPUP)**

**Contact:** Hester Brown [hbrown@capup.org](mailto:hbrown@capup.org)

1021 Oliver Hill Way

Richmond, Virginia 23219

Phone: 804-788-0050 ext.130 Fax: 804-643-3116

**Counties Served:** Danville, Gloucester, Mathews, Northampton, Pittsylvania County

**Cities Served:** Hampton, Newport News

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**OCCHS-HOME OFFICE**

**Contact:** Nicole Jeffress [Nicole.Jeffress@doe.virginia.gov](mailto:Nicole.Jeffress@doe.virginia.gov)

Virginia Department of Education

Office of Child Care Health and Safety

101 N. 14<sup>TH</sup> Street

Richmond, Virginia 23218

Phone: (804) 773-1847

**If you have any questions or are unable to locate your city or county please contact Nicole Jeffress.**

**OCCHS-CENTRAL OFFICE**

Virginia Department of Education

1604 Santa Rosa Rd., Suite 130

Richmond, VA 23229

Phone: 804-840-3662 Fax: 833-457-3059

[central.cclicensing@doe.virginia.gov](mailto:central.cclicensing@doe.virginia.gov)

**Counties Served:** Caroline, King George, Lunenburg, Mecklenburg

**Cities Served:** Farmville, Lawrenceville, West Point

**OCCHS-EASTERN OFFICE**

The Shenandoah Building #11

420 North Center Drive Suite 100

Norfolk, Virginia 23502-0015

Phone: 757-570-9419 Fax: 833-457-3139

[Eastern.cclicensing@doe.virginia.gov](mailto:Eastern.cclicensing@doe.virginia.gov)

**Counties Served:** Accomack

**Cities Served:** Chesapeake, Norfolk, Portsmouth, Virginia Beach

**OCCHS-FAIRFAX OFFICE**

3701 Pender Drive, Suite 450

Fairfax, Virginia 22030

Phone: 703-581-5885 Fax: 833-457-3062

[fairfax.cclicensing@doe.virginia.gov](mailto:fairfax.cclicensing@doe.virginia.gov)

**Counties Served:** Arlington, Loudoun, Fairfax

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

**OCCHS-NORTHERN OFFICE**

410 Rosedale Court, Suite 270 A

Warrenton, Virginia 20186

Phone: 540-430-2526 Fax: 877-732-5093

[northern.cclicensing@doe.virginia.gov](mailto:northern.cclicensing@doe.virginia.gov)

**Counties Served:** Fauquier, Prince William,

Rappahannock, Spotsylvania, Stafford

**Cities Served:** Dale City, Dumfries, Fredericksburg,

Manassas, Manassas Park, Quantico, Warrenton, Woodbridge

**OCCHS-PENINSULA OFFICE**

11751 Rock Landing Drive, Suite H6

Newport News, VA 23606

Phone: 757-910-6086 Fax: 833-457-3061

[Peninsula.cclicensing@doe.virginia.gov](mailto:Peninsula.cclicensing@doe.virginia.gov)

**Counties Served:** Isle of Wight, Middlesex, Southampton, York

**Cities Served:** Poquoson, Suffolk

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**OCCHS-PIEDMONT OFFICE**

210 First Street SW, Suite 200

Roanoke, Virginia 24011

Phone: 540-309-0618 Fax: 877-732-5119

[piedmont.cclicensing@doe.virginia.gov](mailto:piedmont.cclicensing@doe.virginia.gov)

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

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

**OCCHS-VALLEY OFFICE**

PO Box 1208

Waynesboro, Virginia 22980

Phone: 804-921-7688 Fax: 833-761-1505

[valley.cclicensing@doe.virginia.gov](mailto:valley.cclicensing@doe.virginia.gov)

**Counties Served:** Augusta, Clarke, Frederick, Front Royal, Highland, Madison, Orange, Page, Rockingham, Shenandoah, Warren

**Cities Served:** Culpeper, Harrisonburg, Staunton, Waynesboro, Winchester

**OCCHS-WESTERN OFFICE**

190 Patton Street, Suite 100

Abingdon, Virginia 24210

Phone: 276-608-3758 Fax: 833-457-3060

[western.cclicensing@doe.virginia.gov](mailto:western.cclicensing@doe.virginia.gov)

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

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

Rvvd 6/9/22