



VIRGINIA DEPARTMENT OF EDUCATION

REGISTER FOR A CENTRAL REGISTRY SYSTEM ACCOUNT

Quick Reference Guide (QRG)

OVERVIEW

This QRG provides an overview of how to register for a Central Registry account within the OBI web-based portal in order to submit Central Registry Search (CRS) requests and Portability requests.

AUDIENCE

This QRG is for VDOE Providers, including child care providers, school systems, Head Start programs, and other educational based programs. VDOE Providers should select DOE User type when registering for a Central Registry System account.

About Registering for an Account: The [OBI Portal](#) is accessed via the DSS website and is a public-facing site allowing providers, government agencies, and individuals to complete and submit a Central Registry Search request and submit a payment for the application being submitted.

REGISTER FOR AN ACCOUNT

Access the [OBI Portal](#) homepage at <https://centralregistry.dss.virginia.gov/>.

A Commonwealth of Virginia Website Virginia.gov | Find An Agency

Home

Helping you every step of the way

Welcome to the Office of Background Investigations (OBI)

This web-based portal provides access for programs, facilities, and providers to create a profile to submit and pay for Central Registry Search requests based on § 63.2-1515 and Portability requests, as applicable, based on § 22.1-289.035.

Providers and Facilities licensed and regulated by the Virginia Department of Social Services (VDSS), such as child placing agencies and children's residential facilities, will have access to the OBI web-based portal once they have registered and verified the account through the VDSS Virginia Enterprise Licensing Application (VELA). VDSS Providers and Facilities will have access to submit and pay for Central Registry Search requests.

Providers and Facilities licensed and regulated by the Virginia Department of Education (VDOE), such as child care programs, school systems, Head Start programs, and other educational based programs, will have access to the OBI web-based provider portal once they have registered and verified the account. VDOE Providers and Facilities will have access to submit Central Registry Search requests and Portability requests, as applicable, based on § 22.1-289.035. VDOE users should select DOE User type when registering for a provider portal account.

Additional Providers and Facilities will be granted access to this OBI web-based portal, selecting a relevant user type based on the type of Provider and/or Facility.

Español



VIRGINIA DEPARTMENT OF EDUCATION

First-time users: Click REGISTER to register for an account.

Email or username

Password

LOGIN REGISTER

Forgot your password?



Information

The Virginia Child Abuse and Neglect Central Registry is mandated by the Virginia Child Protective Law. The search of the central registry is a check to determine if the person has ever been the subject of a founded complaint of child abuse or neglect in Virginia.

Espa

Enter the information of the user who will be accessing the OBI portal to submit Central Registry Search requests and Portability requests, and then select SIGN UP.

- 1. All items with a red asterisk * are required fields.**
- 2. Child care programs, school systems, Head Start programs, and other educational based programs should select DOE User (Childcare/Education related) as the User Type.**

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Home

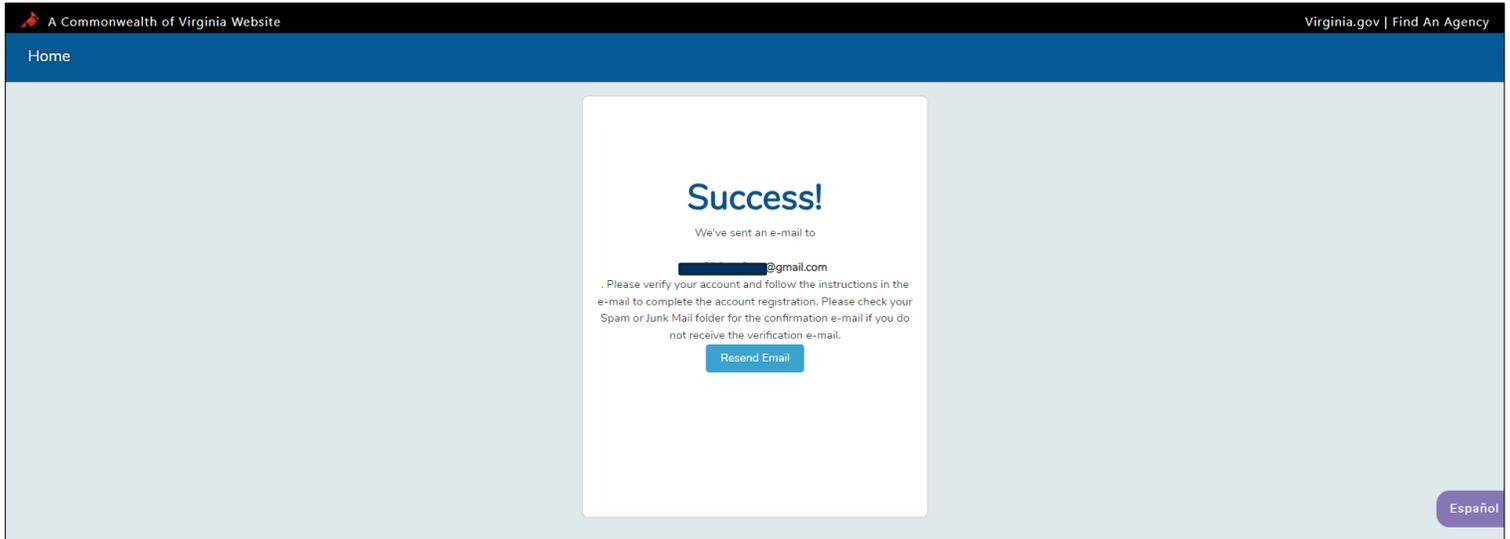
User Registration

* First Name ¹	* Last Name ¹
<input type="text"/>	<input type="text"/>
* Email ¹	* Confirm Email ¹
<input type="text"/>	<input type="text"/>
* User Type ¹	* Language ¹
DOE User (Childcare/Education related) ¹	--- Select language --- ¹
* Create Password ¹	* Confirm Password ¹
<input type="text"/>	<input type="text"/>

Español

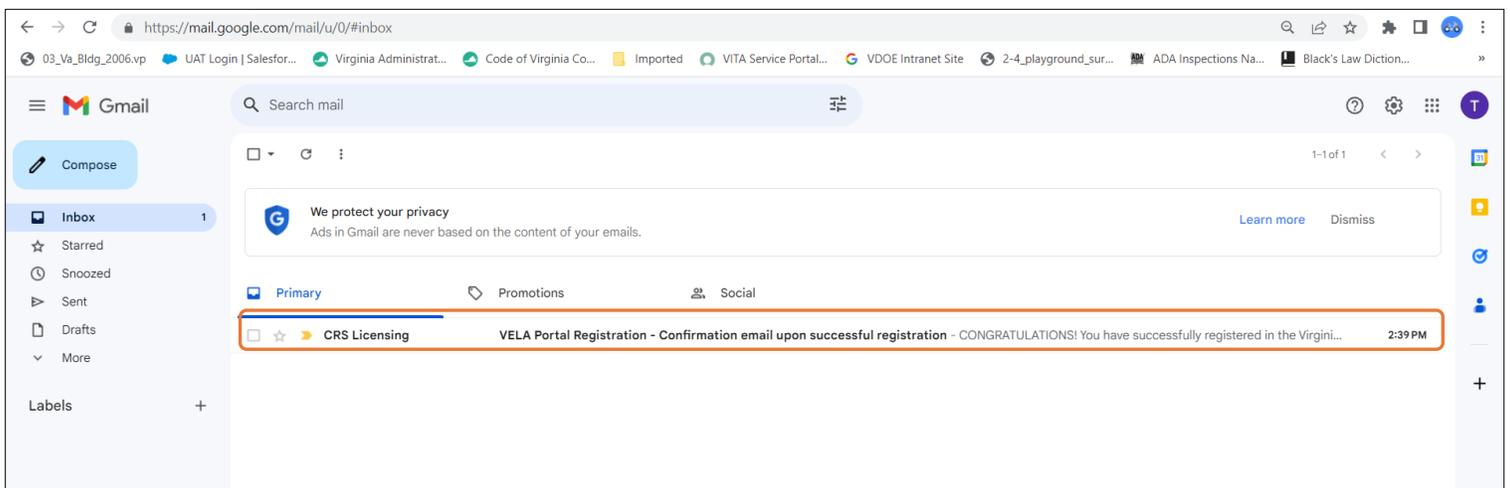


When the user registration is accepted, a success image will display, indicating that an activation email has been sent to the email address used to create the account.



Access your email account and look for an email from CRS Licensing titled VELA Portal Registration – Confirmation email upon successful registration. Open the email from CRS Licensing.

1. Check your spam or junk folder if you do not see the email.





VIRGINIA DEPARTMENT OF EDUCATION

Select “click here” to verify your CRS account.

The screenshot shows an email interface with a sidebar on the left containing navigation options: Inbox, Starred, Snoozed, Sent, Drafts, More, and Labels. The main content area displays an email titled "VELA Portal Registration - Confirmation email upon successful registration" from "CRS Licensing". The email body contains the following text:

CONGRATULATIONS! You have successfully registered in the Virginia Department of Social Services Central Registry Search portal. Your user ID is [redacted]@gmail.com.

Please [click here](#) to verify your account.

You may return to the Central Registry Search Portal to submit your Central Registry Search request. The Central Registry Search request requires the applicant to complete the required information with electronic signature and there is no need to upload any documents. Your account registration will allow you to manage your online account.

If you would like to learn more about central registry search requests or the criminal background investigation requirements, we suggest visiting the following resources:

- [Providers Background Checks](#)
- [Children's Facilities Background Investigations](#)
- [Central Registry Release of Information Form](#)

Thank you,
Virginia Department of Social Services

This email was sent from an unmonitored mailbox. To contact us, please visit the

You will return to the OBI portal login screen where you can enter your username and password.

The screenshot shows the login page of the OBI portal. At the top, it says "A Commonwealth of Virginia Website" and "Virginia.gov | Find An Agency". Below this is a "Home" link. The main content area features a "Login" form with the following elements:

- A "Login" heading.
- A "Username" input field.
- A "Password" input field.
- A blue "Login" button.
- Links for "Forgot your password?" and "Create an account" below the button.