Out of State Child Abuse and Neglect Searches for Child Day Program

Anyone who has lived in another state in the past five years is required to request a check of the child abuse and neglect registry for **each** state they have lived in the past five years.

> • Applicants and agents for licensure, approval, and registration must request an out of state check when they initially apply for a license, approval, or registration.

> • Employees, volunteers, and household members need to request an out of state check within 30 days of hire, beginning volunteer service, or becoming a resident.

If you are required to have a background check and have lived in another state in the past five years, you must request a search of the child abuse and neglect registry for each state lived in.

How to find the State Contact list

To obtain an out of state criminal background check, sex offender registry search and child abuse and neglect search, view the Interstate Child Care Background Check Contact List that lists the contact information for each state and territory of the United States. It is important to follow the instructions and requirements listed as each state has different processes on how to request a search. If you have questions, use the contact information provided for each state based on the type of background check. The OBI of Virginia will not be able to answer questions about the other state's background check process.

Evidence of the request

Licensing inspectors will be looking for evidence during inspections that the out of state request of a search of the child abuse and neglect registry has been sent. If results are not received within 45 days, you must follow up with the state.

Evidence may include:

- Copy of a letter, email, or fax sent requesting a search
- Copy of the state's form used to request a search
- Any response received from another state confirming receipt of the request
- Copy of a letter, email, or fax sent to follow up on a search request
- Copy of the state's decision not to search or not to release results