

**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: Rachel Kurtz, VR@childsavers.org
200 North 22nd Street
Richmond, Virginia 23223-7020
Phone: 804-773-8629 Fax: 804-343-2708

Counties served: Albemarle, Amelia, Brunswick,
Buckingham, Caroline, Charles City, Chesterfield,
Cumberland, Dinwiddie, Essex, Fluvanna, Goochland,
Greene, Greensville, Hanover, Henrico, James City, King
& Queen, King William, Lancaster, Louisa, Middlesex,
Nelson, New Kent, Northumberland, Nottoway, Orange,
Powhatan, Prince George, Richmond, Surry, Sussex
Cities served: Blackstone, Charlottesville, Chester,
Colonial Heights, Emporia, Glen Allen, Hopewell,
Petersburg, Richmond, West Point, Williamsburg

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

Contact: Hester Brown, 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

OCCHS-HOME OFFICE

Contact: Nicole Jeffress, Nicole.Jeffress@doe.virginia.gov
Virginia Department of Education
Office of Child Care Health and Safety
101 N. 14TH 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

Counties Served: King George, Lunenburg,
Mecklenburg, Spotsylvania
Cities Served: Farmville, Fredericksburg, Lawrenceville

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

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

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

Counties Served: Fauquier, Prince William,
Rappahannock, Stafford
Cities Served: Dale City, Dumfries, Manassas, Manassas
Park, Quantico, Warrenton, Woodbridge

OCCHS-PENINSULA OFFICE

PO Box 759
Toano, VA 23168
Phone: 757-910-6086 Fax: 833-457-3061
peninsula.cclicensing@doe.virginia.gov

Counties Served: Isle of Wight, Southampton, York
Cities Served: Poquoson, Suffolk

Continued on next page

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

Counties Served: Amherst, Bath, Botetourt, 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

Counties Served: Augusta, Clarke, Frederick, Front Royal, Highland, Madison, 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

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

Revised 7/1/2024