

**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, Gloucester, Goochland, Greene, Greensville, Hanover, Henrico, James City, King & Queen, King William, Lancaster, Louisa, Mathews, Middlesex, Nelson, New Kent, Northampton, Northumberland, Nottoway, Orange, Pittsylvania, Powhatan, Prince George, Richmond, Surry, Sussex

Cities served: Blackstone, Charlottesville, Chester, Colonial Heights, Danville, Emporia, Glen Allen, Hampton, Hopewell, Newport News, Petersburg, Richmond, West Point, Williamsburg

OCCHS-HOME OFFICE

Contact: Nicole Jeffress, Nicole.Jeffress@doe.virginia.gov
Virginia Department of Education
Office of Child Care Health and Safety
P.O. Box 2120
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
P.O. Box 2120
Richmond, Virginia 23218
Phone: 804-840-3662 Fax: 833-457-3059
central.cclicensing@doe.virginia.gov

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

OCCHS-EASTERN OFFICE

P.O. Box 2120
Richmond, Virginia 23218
Phone: 757-570-9419 Fax: 833-457-3139
eastern.cclicensing@doe.virginia.gov
Counties Served: Accomack
Cities Served: Chesapeake, Portsmouth, Virginia Beach

OCCHS-FAIRFAX OFFICE

P.O. Box 2120
Richmond, Virginia 23218
Phone: 703-581-5885 Fax: 833-457-3062
fairfax.cclicensing@doe.virginia.gov
Counties Served: Arlington, Loudoun
Cities Served: Annandale, Fairfax, Falls Church, Herndon, Leesburg, Vienna

OCCHS-NORTHERN OFFICE

P.O. Box 2120
Richmond, Virginia 23218
Phone: 540-430-2526 Fax: 877-732-5093
northern.cclicensing@doe.virginia.gov
Counties Served: Fauquier, Prince William, Rappahannock, Stafford
Cities Served: Dale City, Manassas, Manassas Park, Woodbridge

OCCHS-PENINSULA OFFICE

P.O. Box 2120
Richmond, Virginia 23218
Phone: 757-910-6086 Fax: 833-457-3061
peninsula.cclicensing@doe.virginia.gov
Counties Served: Isle of Wight, Southampton, York
Cities Served: Franklin, Poquoson, Suffolk

Continued on next page

OCCHS-PIEDMONT OFFICE

P.O. Box 2120

Richmond, Virginia 23218

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

piedmont.cclicensing@doe.virginia.gov

Counties Served: Amherst, Appomattox, Bath, Bedford, Botetourt, Campbell, Charlotte, Craig, Franklin, Halifax, Henry, Nelson, Patrick, Prince Edward, Roanoke, Rockbridge

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

OCCHS-VALLEY OFFICE

P.O. Box 2120

Richmond, Virginia 23218

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

valley.cclicensing@doe.virginia.gov

Counties Served: Augusta, Clarke, Culpeper, Frederick, Highland, Madison, Page, Rockingham, Shenandoah, Warren

Cities Served: Harrisonburg, Staunton, Waynesboro, Winchester

OCCHS-WESTERN OFFICE

P.O. Box 2120

Richmond, Virginia 23218

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, Bristol, Christiansburg, Galax, Norton, Radford

Revised 3/25/2026