

# Instructions for Completing Required Voluntary Registration Forms

## I. Health and Safety Checklist

- Verify each item that is currently true for your home by inserting a “P” (provider) in the first slot provided before each item. Mark N/A if the item is not applicable to your home. You must sign page (3) and complete your address and phone number. This form must be mailed to Child Nutrition, Inc.

## II. Sworn Statement or Affirmation

- The provider, any adult household member and assistants must complete a sworn statement or affirmation. Make sure that each of the four questions are answered and that each individual signs at the bottom. Mail completed forms to Child Nutrition, Inc.

## III. TB Screening

- The provider, any adult household member and assistants must submit a current report of tuberculosis screening. Mail results to Child Nutrition, Inc.

## IV. Criminal History Record Search – See “Instruction Sheet for Background Checks” for further instructions.

- You must complete the Criminal History Record Form (SP-167) for the provider, and (SP-230) for any other adult household members (18 years and older) and any assistant. The Virginia State Police STRONGLY recommends that you use the form on-line. Follow the recommended procedures listed on the website ([www.vsp.state.va.us](http://www.vsp.state.va.us)) and complete the form on-line. This will ensure processing of your request within five days after receipt of the form.
- The Virginia State Police has provided a link to a blank form that may be downloaded. Please be aware that this is not the recommended procedure and the request will not receive priority processing. The Virginia State Police will attempt to return handwritten/typed search forms within 30 days of receipt.
- The purpose of the search is child day care and the name of the person requesting the search is the provider. You are to request the criminal history record search for \$15.00. All of the results should be returned to the provider prior to the provider forwarding the **Original Results** to Child Nutrition, Inc.
- DO NOT ask that the reply be mailed to your daycare’s business or operating name if the name is different from your name.

The purpose of the search is “Child Day Care.” Sign, date the request, include a money order (\$15.00 per person-can be one money order) made payable to the Virginia Department of State Police (**NO personal checks**), and mail to:

Department of State Police  
Central Criminal Records Exchange  
P O Box 85076  
Richmond, VA 23261-5076

- DO NOT mail the SP-167 or SP-230 forms to Child Nutrition, Inc. for processing or requesting a search or ask the Virginia State Police to send the results directly to Child Nutrition, Inc. as this will only delay processing.
- Mail all original, **researched** criminal record checks to Child Nutrition, Inc.
- If you have not received the results of a search request within 30 days, contact the State Police at 804-674-2024.

V. **Request for Search of the Central Registry and Release of Information Form**

- You must complete “Request for Search of the Central Registry Release of Information Form” for the provider, any adult household members, and children residing in the home age 14-17 and assistants. The processing cost for each form is \$7.00. You must send a money order or cashier’s check made payable to: Virginia Department of Social Services. **Personal checks will not be accepted.**

Virginia Department of Social Services  
801 East Main Street  
6<sup>th</sup> Floor OBI Search Unit  
Richmond, VA 23219

- You, as the provider, are the requesting individual and your name should be written in Part 1. You may leave the agency code blank and indicate that the responses should be returned to your attention. The purpose of the search is Babysitter/Family Day Care.
- Please remember to put your full middle name and your children’s full, middle and last name(s) on the form or it will be sent back to you. Do not leave any space blank or the form will be returned to you. Please put N/A on any space that does not apply to you. This form must be notarized.
- Mail all original, researched CPS Forms to Child Nutrition, Inc.
- If you have not received the results of a search request within 30 days, please contact the Virginia Department of Social Services at 804-726-7567

\*\*\*Results dated (on any Voluntary Registration form) more than 90 days prior to the date the application was received in this office will not be accepted.

Extensive information on regulations and requirements are available on the resource page at our website, [www.cni-usda.org](http://www.cni-usda.org) by clicking on the link Voluntary Registered Family Day Homes (VRFDH). If you have any questions, please call Child Nutrition, Inc. at 1-800-735-5434.

**COLOR CODE**

**MAIL TO STATE POLICE**

**MAIL TO VIRGINIA DEPT. OF SOCIAL SERVICES**

**MAIL TO CHILD NUTRITION, INC.**

**Mail the results of the Criminal History, the results of the Child Protective Services background check, the completed Sworn Statements, and the results of the TB testing or screening to:**

**Child Nutrition, Inc.**  
**P O Box 3364**  
**Warrenton, VA 20188**