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**Sent:** Thursday, February 1, 2024 11:16 AM  
**To:** DSS\_LICENSING@LISTSERV.COV.VIRGINIA.GOV <DSS\_LICENSING@LISTSERV.COV.VIRGINIA.GOV>  
**Subject:** DOLP Licensing Offices Contact Information – UPDATED

The attached file is being sent to assisted living facilities, adult day care centers, children's residential facilities, child placing agencies, child caring institutions and independent foster homes from the Virginia Department of Social Services Email Distribution Service.

**\*\*\*Please do not reply to this email.\*\*\***

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# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**DATE:** February 1, 2024

**TO:** Assisted Living Facilities  
Adult Day Care Centers  
Children's Residential Facilities  
Child Placing Agencies  
Child Caring Institutions  
Independent Foster Homes

**FROM:** Tara Ragland, Director  
Division of Licensing Programs (DOLP)

**SUBJECT:** DOLP Licensing Offices Contact Information - UPDATED

We recently updated the VDSS DOLP licensing offices *Contact Information* document:

- EXCITING NEWS! In January 2024, the VDSS Home Office moved from downtown Richmond to the Innsbrook Business Park in Glen Allen.
- The VDSS Home Office address was updated to reflect the new address.
- Use the updated mailing address and fax number as **all mail and faxes will now be directed to the VDSS DOLP Home Office.**
- Please note that there are now two phone numbers for each licensing office for your convenience.

This updated document is attached. It may also be accessed on the VDSS [public website](#).

If you have any questions about the updated contact information, please email [Marty.Quade@dss.virginia.gov](mailto:Marty.Quade@dss.virginia.gov)

## VDSS DIVISION OF LICENSING PROGRAMS (DOLP) CONTACT INFORMATION

The Division of Licensing Programs (DOLP) has regional offices located throughout Virginia. Please contact the Licensing Office near you (**See Below**) for information or questions regarding Adult Care and Child Welfare licensing. Information is also available on our website at [www.dss.virginia.gov](http://www.dss.virginia.gov)

### HOME OFFICE

Virginia Department of Social Services  
Division of Licensing Programs  
5600 Cox Road  
Glen Allen, Virginia 23060  
Fax: (804) 726-7132, E-Fax: [dss.dolp@dss.virginia.gov](mailto:dss.dolp@dss.virginia.gov)  
**Statewide Toll-Free # 1-800-543-7545**

### REGION 1

#### EASTERN LICENSING OFFICE – Adult Programs

420 N. Center Drive, Suite 100  
The Shenandoah Building #11  
Norfolk, Virginia 23502  
**Mailing Address:** 5600 Cox Road, Glen Allen, Virginia 23060  
**Tel:** (804) 389-1951, (804) 310-1406  
**Fax:** (804) 726-7132  
E-Fax: [eastern\\_licensing\\_fax@dss.virginia.gov](mailto:eastern_licensing_fax@dss.virginia.gov)  
**Counties:** Accomack, Northampton, Greensville, Isle of Wight, Southampton, Surry, Sussex  
**Cities:** Chesapeake, Emporia, Norfolk, Portsmouth, Suffolk, Virginia Beach, Franklin

#### PENINSULA LICENSING OFFICE – Adult Programs

11751 Rock Landing Drive, Suite H6  
Newport News, Virginia 23606  
**Mailing Address:** 5600 Cox Road, Glen Allen, Virginia 23060  
**Tel:** (804) 389-1951, (804) 310-1406  
**Fax:** (804) 726-7132  
E-Fax: [peninsula\\_licensing\\_fax@dss.virginia.gov](mailto:peninsula_licensing_fax@dss.virginia.gov)  
**Counties:** Charles City, Gloucester, James City, Mathews, Middlesex, New Kent, York  
**Cities:** Hampton, Newport News, Poquoson, Williamsburg

### REGION 2

#### CENTRAL LICENSING OFFICE – Adult Programs

1604 Santa Rosa Road, Suite 130, Richmond, Virginia 23229  
**Mailing Address:** 5600 Cox Road, Glen Allen, Virginia 23060  
**Tel:** (804) 389-1951, (804) 310-1406  
**Fax:** (804) 726-7132  
E-Fax: [clo.fax@dss.virginia.gov](mailto:clo.fax@dss.virginia.gov)  
**Counties:** Albemarle, Fluvanna, Louisa, Amelia, Brunswick, Caroline, Chesterfield, Cumberland, Dinwiddie, Essex, Goochland, Hanover, Henrico, King & Queen, King George, King William, Lancaster, Lunenburg, Mecklenburg, Northumberland, Nottoway, Powhatan, Prince George, Richmond, Westmoreland  
**Cities:** Blackstone, Charlottesville, Colonial Heights, Farmville, Hopewell, Lawrenceville, Petersburg, Richmond, West Point

#### CHILD WELFARE LICENSING UNIT

(Child-placing agencies, children's residential facilities and independent foster homes for **all regions** of Virginia)

1604 Santa Rosa Road, Suite 130, Richmond, Virginia 23229  
**Mailing Address:** 5600 Cox Road, Glen Allen, Virginia 23060  
**Tel:** (804) 310-1406, (804) 389-1951  
**Fax:** (804) 726-7132

E-Fax: [cwu.fax@dss.virginia.gov](mailto:cwu.fax@dss.virginia.gov)  
Covers: Statewide- all Cities and Counties of the Commonwealth of Virginia

### REGION 3

#### FAIRFAX LICENSING OFFICE – Adult Programs

3701 Pender Drive, Suite 450, Fairfax, Virginia 22030  
**Mailing Address:** 5600 Cox Road, Glen Allen, Virginia 23060  
**Tel:** (804) 310-1406, (804) 389-1951  
**Fax:** (804) 726-7132  
E-Fax: [fo.fax@dss.virginia.gov](mailto:fo.fax@dss.virginia.gov)  
**Counties:** Arlington, Loudoun, Fairfax  
**Cities:** Alexandria, Annandale, Centreville, Fairfax, Falls Church, Leesburg, Herndon, Vienna

#### NORTHERN LICENSING OFFICE – Adult Programs

410 Rosedale Court, Suite 270, Warrenton, Virginia 20186  
**Mailing Address:** 5600 Cox Road, Glen Allen, Virginia 23060  
**Tel:** (804) 310-1406, (804) 389-1951  
**Fax:** (804) 726-7132  
E-Fax: [nlo.fax@dss.virginia.gov](mailto:nlo.fax@dss.virginia.gov)  
**Counties:** Culpeper, Fauquier, Prince William, Rappahannock, Spotsylvania, Stafford  
**Cities:** Fredericksburg, Manassas, Manassas Park, Woodbridge, Dale City

#### VALLEY LICENSING OFFICE – Adult Programs

1550 Commerce Road, Suite 103, Staunton, Virginia 24401  
**Mailing Address:** 5600 Cox Road, Glen Allen, Virginia 23060  
**Tel:** (804) 389-1951, (804) 310-1406  
**Fax:** (804) 726-7132  
E-Fax: [vlo.fax@dss.virginia.gov](mailto:vlo.fax@dss.virginia.gov)  
**Counties:** Augusta, Clarke, Frederick, Greene, Highland, Madison, Orange, Page, Rockingham, Shenandoah, Warren  
**Cities:** Harrisonburg, Staunton, Waynesboro, Winchester

### Region 4

#### PIEDMONT LICENSING OFFICE – Adult Programs

210 First Street SW, Suite 200, Roanoke, Virginia 24011  
**Mailing Address:** 5600 Cox Road, Glen Allen, Virginia 23060  
**Tel:** (804) 310-1406, (804) 389-1951  
**Fax:** (804) 726-7132  
E-Fax: [piedmont\\_licensing\\_fax@dss.virginia.gov](mailto:piedmont_licensing_fax@dss.virginia.gov)  
**Counties:** Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Buckingham, Campbell, Charlotte, Craig, Franklin, Halifax, Henry, Nelson, Patrick, Pittsylvania, Prince Edward, Roanoke, Rockbridge, South Boston  
**Cities:** Bedford, Buena Vista, Clifton Forge, Covington, Danville, Farmville, Lexington, Lynchburg, Martinsville, Roanoke, Salem

#### WESTERN LICENSING OFFICE – Adult Programs

190 Patton Street, Suite 100, Abingdon, Virginia 24210  
**Mailing Address:** 5600 Cox Road, Glen Allen, Virginia 23060  
**Tel:** (804) 310-1406, (804) 389-1951  
**Fax:** (804) 726-7132  
E-Fax: [wlo.fax@dss.virginia.gov](mailto:wlo.fax@dss.virginia.gov)  
**Counties:** Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe  
**Cities:** Blacksburg, Christiansburg, Bristol, Galax, Norton, Radford