

**SWORN STATEMENT OR AFFIRMATION FOR CHILD-PLACING AGENCIES**

Please Print

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|           |       |        |        |                        |
|-----------|-------|--------|--------|------------------------|
| Last Name | First | Middle | Maiden | Social Security Number |
|-----------|-------|--------|--------|------------------------|

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|-------------------------|----------------------------|------|-------|----------|
| Current Mailing Address | Street, P.O. Box #, Apt. # | City | State | Zip Code |
|-------------------------|----------------------------|------|-------|----------|

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|----------------|----------------------------|------|-------|----------|
| Name of Agency | Street, P.O. Box #, Apt. # | City | State | Zip Code |
|----------------|----------------------------|------|-------|----------|

*Please respond to all four (4) questions below:*

1. Have you ever been convicted of or are you the subject of pending charges of any crime within the Commonwealth of Virginia?       Yes (convicted in Virginia)       Yes (pending in Virginia)       No

If yes to convicted or pending, specify crime(s): \_\_\_\_\_

\_\_\_\_\_

2. Have you ever been convicted of or are you the subject of pending charges of any crime outside the Commonwealth of Virginia?       Yes (convicted outside Virginia)       Yes (pending outside Virginia)       No

If yes to convicted or pending, specify crime(s) and state, or other location:

\_\_\_\_\_

3. Have you ever been the subject of a founded complaint of child abuse or neglect within the Commonwealth of Virginia?       Yes (in Virginia)       No (in Virginia)

4. Have you ever been the subject of a founded complaint of child abuse or neglect outside the Commonwealth of Virginia?       Yes (outside Virginia)       No (outside Virginia)

If yes, specify state, or other location: \_\_\_\_\_

**I hereby affirm that the information provided on this form is true and complete. I understand that the information is subject to verification and that making a materially false statement or affirmation is a Class 1 misdemeanor.**

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Signature

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Date

### Explanation of Sworn Statement or Affirmation

**Requirement:** Sections 63.2-1720, 63.2-1721, and 63.2-1722 of the *Code of Virginia* (Code) require individuals to provide a sworn statement or affirmation to a licensing, approving or hiring authority, facility, or agency prior to licensure, approval, employment, or provision of volunteer services. A sworn disclosure or affirmation is a statement completed by a person attesting to whether he has ever been: (i) convicted of or the subject of pending charges of any crime within the Commonwealth or equivalent offense outside the Commonwealth, or (ii) the subject of a founded complaint of child abuse or neglect within or outside the Commonwealth. The statement or affirmation must be made available to the Department of Social Services' representative. Further dissemination of the sworn statement information is prohibited other than to the Commissioner's representative or a federal or state authority or court in order to comply with an express requirement in the law for that dissemination.

**Who must comply:** These individuals must provide sworn statements or affirmations:

- Applicant upon application for licensure as a child-placing agency, and any subsequent person designated as applicant or licensee;
- Agent at the time of application for licensure who is or will be involved in the day-to-day operation of the child placing agency or who is or will be alone with, in control of, or supervising one or more of the children and any subsequent person designated as agent who will be involved in the day-to-day operation or will be alone with, in control of, or supervising one or more of the children;
- Any employee or volunteer of a licensed child placing agency who is involved in the day-to-day operations or who is alone with, in control of, or supervising one or more children.

**Exception:** A parent-volunteer is not required to provide a sworn statement or affirmation. A parent-volunteer is a person supervising, without pay, a group of children that includes the parent-volunteer's own child in a program that operates no more than four hours per day, provided that the parent-volunteer works under the direct supervision of a person who has received satisfactory background checks as provided for in the Code.

**Consequence:** If a person required to submit a sworn statement or affirmation (i) fails to submit a sworn statement or affirmation, or (ii) has been convicted of a barrier crime (specified below), or (iii) has been convicted of any other felony in the last five years, or (iv) has been the subject of a founded complaint of child abuse or neglect and the child-placing agency refuses to separate that person from employment or service:

- Licensure of a child placing agency is prohibited;
- Licensure of a child placing agency will be revoked and renewal of a license will be denied

**Exception:** A person who wants to operate or to volunteer or work at a licensed child placing agency, but who is disqualified because of a criminal conviction that is not a barrier crime may apply for a waiver from the Commissioner of the Virginia Department of Social Services.