

(Agency Letterhead)

(Date)

Director
LDSS
Street Address,
City, State, Zip

Subject: Non-Conviction Letter

Dear

In accordance with the *Code of Virginia (Code)*, § 63.2-1721 a criminal background check was conducted on the foster and/or adoptive parent with our agency. The results of the fingerprint-based checks of the National Crime Information Database (NCID) and as verification that a search of the Child Abuse and Neglect Central Registry as required in § 63.2-901.1 are listed below. This letter is verification that the foster and/or adoptive parent has not been convicted of any offenses cited in §63.2-1719 of the *Code*, including those specified for child welfare agencies and foster and adoptive homes approved by child-placing agencies.

Current Certification Period:
Date Original Certificate Issued:

Foster Parent Name:
Date of Results National Background Search
Date of Results Virginia Criminal check
Date of Results Child Abuse and Neglect Central Registry

Additional Foster Parent Name:
Date of Results National Background Search
Date of Results Virginia Criminal check
Date of Results Child Abuse and Neglect Central Registry

Please list other adults in the home if applicable.

Agency Representative

Signature Date