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Sent: Friday, November 18, 2022 5:10 PM
To: DSS_LICENSING@LISTSERV.CO.VIRGINIA.GOV <DSS_LICENSING@LISTSERV.CO.VIRGINIA.GOV>
Subject: Virginia Enterprise Licensing Application (VELA) Provider Portal - Central Registry Search (CRS)

The attached file is being sent to children's residential facilities and child placing agencies from the Virginia Department of Social Services Email Distribution Service.

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COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

DATE: November 18, 2022

TO: Children's Residential Facilities
Child-Placing Agencies

FROM: Office of Background Investigations (OBI) Central Registry Search Unit

SUBJECT: Virginia Enterprise Licensing Application (VELA) Provider Portal - Central Registry Search (CRS)

The Office of Background Investigations (OBI) Central Registry Search Unit, in conjunction with the Division of Licensing Programs (DOLP), is pleased to announce the release of the Virginia Enterprise Licensing Application (VELA) provider portal for the electronic submission of Central Registry Search (CRS) requests. This new provider portal creates a faster, more efficient, and more convenient way to submit Central Registry search requests.

After registering online for the [VELA provider portal](#), a facility may electronically submit and pay for Central Registry search requests through this provider portal. Payment options include debit, credit, and ACH bank account processing. Please note that an applicant's signature no longer needs to be notarized for a Central Registry search request.

Please carefully review information used for User ID/password when registering in VELA. This information is saved as part of your account profile. *OBI will send determination letters to the email address in that account profile.*

Please see the links below to access the provider portal and a quick reference guide for additional information:

- **VELA Provider Portal URL**
https://licensing.dss.virginia.gov/s/?language=en_US
- **VELA Quick Reference Guide (QRG) – Create a Central Registry Search (CRS) Request URL**
https://www.dss.virginia.gov/files/division/licensing/crf/intro_page/vela/vela_quick_reference_guide_create_a_central_registry_search_crs_request.pdf

Additional portal enhancements are expected soon, and we will keep you informed as they become available. If you have any questions, please email crs_operations@dss.virginia.gov