



**COMMONWEALTH OF VIRGINIA**  
**Department of Criminal Justice Services**

P.O. Box 1300 • Richmond, VA 23218  
 Phone: (804) 786-4700 • Fax: (804) 786-6344 [www.dcjs.virginia.gov/pss](http://www.dcjs.virginia.gov/pss)

Status Hotline  
 (804) 786-1132  
 1-877-9STATUS

**Private Security Services –  
 RENEWAL INSTRUCTOR APPLICATION 2-YEAR CERTIFICATION – FEE \$50.00**

**IMPORTANT INFORMATION**

- In-service-level training must be completed within the 12 months prior to your application for certification.
- If the current certification is expired, you may reinstate your certification providing all renewal requirements are met; and an additional, non-refundable reinstatement fee of **\$25.00** is submitted to the department within **60 days** following the expiration date of your certification. After 60 days, this application cannot be processed and all initial certification requirements will need to be met.
- If requesting additional categories of instruction, **Third Party Documentation** verifying the types and dates of successful qualification, with a minimum range qualification of **85%**, with each of the selected firearms in the application: [Training Completion forms](#) (available online at [www.dcjs.virginia.gov/forms/privatesecurity/pss\\_tcf.doc](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_tcf.doc)) or signed range sheets with qualification scores are acceptable.

**Criminal History**

Have you **been convicted** or **found guilty of a felony or misdemeanor** (not including minor traffic violations) in Virginia or any other jurisdiction to include military court martial or currently under protective orders within the **past two years**?

Yes \*       No

\*If **YES**, please attach a [Private Security Criminal History Supplement form](#) available online at [www.dcjs.virginia.gov/forms/privatesecurity/pss\\_chs.pdf](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_chs.pdf) and all requested criminal history documentation.

**Instruction Category(s) Requested** (check each that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Private Investigator                    | <input type="checkbox"/> Central Station Dispatcher               |
| <input type="checkbox"/> Personal Protection Specialist          | <input type="checkbox"/> Electronic Security Technician           |
| <input type="checkbox"/> Armored Car Personnel                   | <input type="checkbox"/> Electronic Security Sales Representative |
| <input type="checkbox"/> Alarm Respondent                        | <input type="checkbox"/> Locksmith                                |
| <input type="checkbox"/> Security Officer Core Subjects          | <input type="checkbox"/> Security Canine Handler                  |
| <input type="checkbox"/> Armed Security Officer Arrest Authority | <input type="checkbox"/> Bail Bondsman                            |
| <input type="checkbox"/> Special Conservator of the Peace        | <input type="checkbox"/> Bail Enforcement Agent                   |

**Firearms Instruction Category(s) Requested** (check each that apply)

- Handgun       Shotgun       Adv. Handgun

**Applicant Information**

SSN or DCJS ID Number:	Last Name:	First Name:	MI:
Mailing Address (Street/Apt.#):		City, State, Zip:	
Email Address:			
Home Phone: (    )	Business Phone: (    )	Fax: (    )	

**Employment Information**

School Name:	DCJS ID Number: 88-
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**Affirmation**

I, the undersigned, certify that all information contained on this application is true and correct to the best of my knowledge and I have not omitted any pertinent information. I understand that any misrepresentation, falsification or omission of pertinent information may be cause for denial and may result in criminal charges. I understand that I am responsible for maintaining full compliance with *Virginia Code* Sections 9.1-138 through 9.1-150 and the Regulations Relating to Private Security Services 6 VAC 20-171.

Signature Required: \_\_\_\_\_

Date: \_\_\_\_\_  
mm/dd/yy

***All fees are non-refundable. Applications received without payment will be returned.***

Submit a check or money order payable to the TREASURER OF VIRGINIA,  
**or** pay by credit card using the [Credit Card form](#) available at [www.dcjs.virginia.gov/forms/privatesecurity/pss\\_cc.pdf](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf)  
— this form must be included with your application package when paying by credit card.