



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

P.O. Box 1300 • Richmond, VA 23218

Phone: (804) 786-4700 • Fax: (804) 786-6344 [www.dcls.virginia.gov/pss](http://www.dcls.virginia.gov/pss)

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

**CREDIT CARD AUTHORIZATION FORM**

This form is to be used for **CREDIT CARD PAYMENTS ONLY**. Complete and submit with your application. Incomplete forms may be returned resulting in a delay in processing. **VISA, MasterCard, AMEX accepted**

Credit Card  
Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Card Security Code \_\_\_\_\_ *MasterCard and Visa have a 3-digit code on the back of the card. American Express has a 4-digit code on the front of the card.*

Payment Amount: \$ \_\_\_\_\_

Card Expiration Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Cardholder Name (Print): \_\_\_\_\_

DCJS ID: \_\_\_\_\_

Cardholder's Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip

Cardholder's Signature: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Memo: \_\_\_\_\_

Please provide a valid email address to receive a receipt confirmation of payment: \_\_\_\_\_