



**Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Campus Security Officer (CSO)**

Certification Program – Permission for Extension

All Virginia college/university campus security officers must meet certification and re-certification requirements as indicated in Virginia State Regulation 6 VAC 20-270.

This form serves as an extension request for certification/re-certification for the following college/ university/private security company:

This form is being submitted by the designated Campus Security Officer Point of Contact (POC):

Point of Contact Name: _____

Point of Contact Title: _____

Point of Contact Driver's License No.: _____ State of License: _____

Today's Date: _____

Names of person(s) for whom an extension is requested:

1. _____

2. _____

3. _____

This form serves as a request for extension due to the following circumstances: _____

Extension type (check): Certification training
 In-service training credit toward re-certification
 Other: _____

Requested length of extension: _____

I, the designated Point of Contact for the Employer indicated on this application, request DCJS approve this applicant for the position of Campus Security Officer.

Point of Contact's Name: _____

Point of Contact's Driver's License No.: _____ State of License: _____ Date: _____

Please submit the completed form with documentation to DCJS

By mail: Virginia Department of Criminal Justice Services, Division of Law Enforcement Services, 1100 Bank Street, Richmond, VA 23219

By fax: 804-786-0410 or By email: jessica.smith@dcjs.virginia.gov

FOR OFFICIAL DCJS USE ONLY: Extension granted: YES NO

DCJS representative: _____ Date: _____