



**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
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**Private Security Services –  
 INSTRUCTOR APPLICATION 2-YEAR CERTIFICATION FEE – \$100.00**

**IMPORTANT INFORMATION**

- A Fingerprint Application, Fingerprint Card, and \$50.00 non-refundable fee is required for registration pursuant to § 9.1-145.A of the *Code of Virginia*. Please ensure that a fingerprint package is submitted within 90 days of submitting the Instructor Application. Note: a criminal history records check may take up to 45 days to process.
- A DCJS instructor development course training must be completed within the 3 years prior to your application for certification, or submit a partial training exemption application for an instructor development course that meets or exceeds standards established by the DCJS. For additional information, please go online at [www.dcjs.virginia/pss](http://www.dcjs.virginia/pss).
- Third Party Documentation verifying the types and dates or experience must be attached to this application. To be eligible the experience must be either:
  - Three (3) years managerial/supervisory experience in a private security services business, a federal, military police, state, or local law enforcement agency or in related field
  - OR
  - Five (5) years general experience in private security or a related field
  - OR
  - One (1) year experience as an instructor or teacher at an accredited educational institution or agency in the subject matter for which certification is requested or in a related field
- If requesting to become a certified firearms instructor, a range qualification completed with a **Virginia** Criminal Justice Agency, Academy, Correctional Department or Certified Private Security School is required. The qualification must be with a semi-automatic handgun, revolver, AND shotgun at 85% or better.

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

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|--|---|
| <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**

Business/School Name: :	DCJS ID Number:
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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.