



COMMONWEALTH OF VIRGINIA
Department of Criminal Justice Services

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

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| Status Hotline (804) 786-1132 1-877-9STATUS |
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Compliance Agent – ONLINE TRAINING CERTIFICATION APPLICATION – FEE \$25.00

IMPORTANT INFORMATION

- The application is for **ENTRY LEVEL** and **IN-SERVICE** online training. This application does not schedule you for training. The online training is taken with an approved DCJS Certified Training School and you must register and pay that school for the training.
- **FOR ENTRY LEVEL:** A Fingerprint Application, Fingerprint Card, and \$50.00 non-refundable fee is required for certification 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 certification application. Note: a criminal history records check may take up to 45 days to process.
- **FOR ENTRY LEVEL:** 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, state, or local law enforcement agency or in related field

OR

 - **Five (5)** years general experience in private security, law enforcement, or a related field
- Training must be completed within the 12 months prior to your application for certification. For additional information, go online at www.dcjs.virginia.gov/pss/business/ca/.

Applicant Information

| | | | |
|------------------------|------------------------|-------------------|-----|
| SSN or DCJS ID Number: | Last Name: | First Name: | MI: |
| Mailing Address: | | City, State, Zip: | |
| Email Address: | | | |
| Home Phone: () | Business Phone: () | Fax: () | |

Employment Information

| | |
|----------------|-----------------|
| Business Name: | DCJS ID Number: |
|----------------|-----------------|

Level Requested (check one)

Entry-Level
 In-Service

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

No

Type of Experience (must attach third party documentation verifying experience)

Law Enforcement

Other Related Field**

Private Security Services*

**Field(s): _____

*Category(s): _____

I have attached the following third party documentation (this is only for entry-level training):

- Three (3) years managerial/supervisory employment experience in private security, law enforcement, or a related field.
- Five (5) years general work experience in private security, law enforcement, or a related field.

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.

A check or money order payable to the TREASURER OF VIRGINIA, or a completed credit card insert available at www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf must be mailed with your application package.

Mailing address: Virginia Department of Criminal Justice Services, P.O. Box 1300, Richmond, VA 23218