Commonwealth of Virginia
Campus Security Officer 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 (use tab key to scroll down & complete each field):

_________________________________________________________________________

- This form is being submitted by the designated Campus Security Officer Contact Person (CP):

_________________________________________________________________ (name)
_________________________________________________________________ (title)

- 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: ________________________________

Please submit completed extension request to: Melissa Leigh, Law Enforcement Services Division, Virginia Department of Criminal Justice Services at melissa.leigh@dcjs.virginia.gov.

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For OFFICIAL DCJS USE:
Extension granted: yes: ☐ no: ☐
DCJS representative: ________________________________
Date: ________________