



**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

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

FINGERPRINT PROCESSING APPLICATION – FEE \$50.00

IMPORTANT INFORMATION

To ensure a timely processing of a criminal history records check, the following must be submitted:

- A Fingerprint Application, fingerprint card, and \$50.00 non-refundable fee.
- Please **DO NOT** bend, fold or hole-punch the fingerprint card and ensure that **ALL** vital information is filled out completely on the fingerprint card prior to submittal.
- This Criminal History records check is only valid for 90 days from date of submittal. If applying for a credential under the regulation of the Virginia Department of Criminal Justice Services (DCJS), please ensure application is submitted within 90 days.

Applicant Information

| | | | |
|---|-------------------------|-------------------|--------------|
| SSN or DCJS ID: | Last Name: | First Name: | MI: |
| Mailing Address (Street/Apt.#): | | City, State, Zip: | |
| Physical Address (if different than mailing address): | | City, State, Zip: | |
| Email Address: | | | |
| Home Phone: () | Business Phone: () | Fax: () | |
| Employer Business Name: | | | DCJS ID: 11- |

Reason for Fingerprinting

| | | |
|---|--|---|
| Private Security Services <i>Virginia Code §§9.1-138-9.1-150</i> <input type="checkbox"/> Business License <input type="checkbox"/> Training School Certification <input type="checkbox"/> Individual Registration <input type="checkbox"/> Compliance Agent Certification <input type="checkbox"/> Instructor Certification | Special Conservator of the Peace (SCOP) <i>Virginia Code §§9.1-150.1-9.1-150.4</i> <input type="checkbox"/> SCOP Registration | Bail Bondsmen <i>Virginia Code §9.1-185 (et seq.)</i> <input type="checkbox"/> Property or Surety License Bail Enforcement Agent <i>Virginia Code §9.1-186 (et seq.)</i> <input type="checkbox"/> Bail Enforcement Agent License |
|---|--|---|

Criminal History Records Check

Have you ever been convicted or found guilty of a felony or misdemeanor (not to include minor traffic violations) in Virginia or any other jurisdiction to include military court martial or are you currently under protective orders?

No Yes*

*If Yes, please attach a [Criminal History Supplemental Form](#) and criminal history documentation.

This form may be found on our website at www.dcjs.virginia.gov/forms/privatesecurity/pss_chs.pdf.

Attach Legal Presence Documentation to this Application

Legal documentation may be a copy of a birth certificate, US passport, INS Forms (N550, N560, N561, N570). A full list of acceptable documentation may be found on the DCJS website at www.dcjs.virginia.gov/forms/privatesecurity/listOfAcceptableDocs.pdf.

Affirmation

I, the undersigned, certify that all information contained on the 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 the pertinent information may be cause for denial and may result in criminal charges.

I hereby give consent and authorize the Virginia State Police and the Federal Bureau of Investigations to process my fingerprints for a criminal history records check and report the results of such record to the Virginia Department of Criminal Justice Services (DCJS). I authorize the Virginia State Police to archive my fingerprints for the purpose of reporting any future criminal history information. I fully understand that if I am arrested this information will be reported to the DCJS.

Print Name: _____

Signature: _____

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
— this form must be included with your application package when paying by credit card.