Request a Replacement License/Registration

1. Visit www.dcjs.virginia.gov and click the "Apply for Licensing/Registration" link beside the green computer screen.

2. Click the "Existing User Login" or "Create New Account" box depending if you have an existing account.

Online Regulatory Licensing System

Welcome to the **Online Regulatory Licensing System**

To begin the application process, click **Existing User Login** if you previously created an account or **Create New Account** if this is your first time using this system.

NOTE: Questions regarding the Online Regulatory Licensing System may be answered by viewing our Frequently Asked Questions.

| Existing User Login | Create New Account |

These **Step-by-Step Instructions** can assist you with the most common functions of the Online Regulatory Licensing System.

Step-by-Step Instructions for Online Services	
Apply for a License/Registration	Check Application Status
Employer Bulk Pay	Individual License Verification
Renew a License/Registration	Business License Verification
Request a Replacement ID	Training School License Verification

NOTE: When Creating a New Account follow the Tips below:

Tip 1: If you have ever submitted an application to DCJS or taken training from a DCJS approved school, select "Yes".

Tip 2: Unless you are trying to register a business or training school, select "Individual".

3. Once your account is set up, use your username and password to log in.

VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Improving and promoting public safety in the Commonwealth

Login

If you have not previously registered on the CMS online system, click the "Create Account" link. If you already have an account enter your email address and password below.

Create Account   **Forgot Password?**

Email Address: [＿＿＿＿＿＿] *
Password: [＿＿＿＿＿＿] *

[Login]

*Indicates a required field.

4. Scroll down to the "Request Duplicate Credential" link near the bottom of the page.

Profile

Welcome to the DCJS Credential Management System.

All Fees are Non-Refundable

Name: Robert Mason **Update**

DCJS ID#: 99-554146

Mailing Address: Update
1100 Bank Street
Richmond, VA 23218
(804) 786-1018
robmason324@yahoo.com

Physical Address: Update
1100 Bank Street
Richmond, VA 23218

Create New Initial Application

Pending Applications:Check Application Status

Electronic Security Employee or Supervisor Fingerprint
Processing Form - Pending **Continue Application**

Instructor Certification Application - Pending **Continue
Application**

Private Security Services Additional Category
Application (Individual) - Pending **Continue
Application**

Current Credentials:

Private Security Service Registration (Individual) - RE-1037912
Active - 08/31/2020

Request Duplicate Credential

View/Print Past Transactions

Logout

Welcome to the DCJS Credential Management System.

If you want to create a new initial application, click the 'Create New Initial Application' button and follow the directions on the screen.

If you have already started an initial application and need to finish, click the 'Continue Application' link next to your application in the Current Applications section below.

NOTE: If the 'Continue Application' link is not available, you are finished with the online portion of your application process. You will not see the renewal link if you are not in a renewal period. The renewal period begins when your registration is 90 days prior to expiration. If you do not see the renewal link, you may be attempting to renew too early.

If you already have a credential with us and it's up for renewal, there will be a 'Renew' link next your credential in the Current Credentials section below. Please click that link to start your renewal process and follow the directions on the screen.

If you want to add a category, clicked the 'Add Additional Category Application' link below your certification. This option will not be available if your credential is up for renewal.

Name: Robert Mason **Update**

DCJS ID#: 99-554146

Mailing Address: Update
1100 Bank Street
Richmond, VA 23218
(804) 786-1018
robmason324@yahoo.com

Physical Address: Update
1100 Bank Street
Richmond, VA 23218

Create New Initial Application

Current Applications:

Current Credentials:

Private Security Service Registration (Individual) - RE-1037912
Active - 08/31/2020

Add Additional Registration/Firearms Category

Request Duplicate Credential

Logout

5. Complete and pay for your Replacement application. The Replacement fee is $34.

6. Make sure to ensure that all of the information provided is accurate on the confirmation page. Any errors could delay the processing your Replacement Registration, License, or Certification.

7. Click **here** to begin the process of requesting your replacement ID.