



Special Conservator of the Peace – RENEWAL REGISTRATION APPLICATION – FEE \$60.00

IMPORTANT INFORMATION

- Submit proof of a Cash or Surety Bond with a minimum amount of \$10,000 (this form is located at www.dcjs.virginia.gov/forms/privateSecurity/pss_scbd.pdf) or General Liability \$100,000/\$300,000 Certificate of Insurance.
- If your current registration is expired, you may reinstate your registration providing all renewal requirements are met; and an additional, non-refundable reinstatement fee of **\$30.00** is submitted to the department within **60 days** following the expiration date of your registration. After 60 days, this application cannot be processed and all initial registration requirements will need to be met. For additional information, access the [Reinstatement link](#) on the DCJS website.
- Application and In-Service training must be completed prior to expiration date for issuances of registration.
- A current appointment by a court to a specific jurisdiction is required prior to issuance of a registration. Additional information is available at www.dcjs.virginia.gov/pss/special/scop.cfm.

Registration Category Requested

<input type="checkbox"/> Unarmed Special Conservator of the Peace	<input type="checkbox"/> Armed Special Conservator of the Peace <input type="checkbox"/> Shotgun
---	---

Applicant Information

DCJS ID Number: 99-	Last Name:	First Name:	MI:
Mailing Address (Street/Apt.#):		City, State, Zip:	
Email Address:			
Home Phone: ()	Business Phone: ()	Fax: ()	

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 * No

* **If Yes**, please attach a [Private Security Criminal History Supplement Form](#) and all requested criminal history documentation. This form may be found on our website at www.dcjs.virginia.gov/forms/privateSecurity/pss_chs.pdf.

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 9.1-150.2 through 9.1-150.4, 19.2-13, 15.2-1737 and the Regulations Relating to Special Conservator of the Peace 6 VAC 20-230.

Signature Required: _____ Date: _____
mm/dd/yy

Applications are valid for 12 months from the date of submittal

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.

Special Conservator of the Peace – RENEWAL REGISTRATION APPLICATION CHECKLIST

Please use this checklist to ensure you include the appropriate documentation with your application.

- Renewal Special Conservator of the Peace Registration Application
- Proof of General Liability Insurance or Surety Bond in the minimum amount of \$10,000.00
- Circuit Court Appointment (if appointment on file has expired or changed)