



**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](http://www.dcjs.virginia.gov/pss)

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

**INSTRUCTOR ADD CATEGORY APPLICATION \$10.00 Per Category**

**IMPORTANT INFORMATION**

- This application will add categories to the current Instructor certification. The same expiration date will remain in effect for the certification
- Enclose the following documents with application:
  - Documentation of previous training
  - Documentation of a minimum of 2 years experience for the requested subject(s)
- As noted above, there is a **\$10.00 charge per category** added. (Categories as defined in 6VAC20-171-100 B 4. of the Regulations Relating to Private Security Services).

**Applicant Information**

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

**Employment Information:**

School Name:	DCJS School ID Number: 88 -
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**Category of Training to be Provided** (*check only the categories you are adding*)

- Security Officers/Couriers/Alarm Respondent (armed and unarmed) to include Arrest Authority. (01, 05)
- Private Investigators. (02)
- Locksmiths, Electronic Security Personnel to include Central Station Dispatchers. (25, 30, 35, 38, 39)
- Armored Car Personnel. (03)
- Personal Protection Specialist. (32)
- Detector Canine Handlers (4ED), Security Canine Handlers. (4ES)
- Special Conservators of the Peace pursuant to § 9.1-150 of the *Code of Virginia*. (06)
- Bail Bondsmen pursuant to § 9.1-185 of the *Code of Virginia*.
- Bail Enforcement Agents pursuant to § 9.1-186 of the *Code of Virginia*. (40, 44)
- Firearms. (Check all that apply)
  - Entry Level Handgun (07)
  - Security Officer Handgun (75)
  - Shotgun (08)
  - Advanced Handgun (09)
  - Patrol Rifle (10)

**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: \_\_\_\_\_  
President/Principal Owner mm/dd/yy

Printed Name: \_\_\_\_\_