



COMMONWEALTH OF VIRGINIA
Department of Criminal Justice Services

Mailing Address: P.O. Box 1300, Richmond, VA 23218

Physical Address: 1100 Bank St., 9th Floor, Richmond, VA 23219

Phone: (804) 786-4700 • Fax: (804) 786-6344 • www.dcjs.virginia.gov/pss

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

Type of Application (Select One)

Initial Application

Renewal Application

Employer Information

SHERIFF OF:

CHIEF OF POLICE OF:

REPRESENTATIVE OF:
(Name And Address of Corporation Authorized to do Business In Commonwealth)

REPRESENTATIVE OF:
(Name And Address of Museum Owned and Managed by Commonwealth)

OWNER, PROPRIETOR OR AUTHORIZED CUSTODIAN OF:
(Name and Address of Owner, Proprietor or Authorized Custodian of Any Place Within the Commonwealth)

Applicant Information

SSN or DCJS ID:

Last Name:

First Name:

MI:

Mailing Address (Street/Apt.#):

City, State, Zip:

Email Address:

Home Phone: ()

Business Phone: ()

Fax: ()

Registration Category Requested (Select One)

Unarmed Special Conservator of the Peace

Armed Special Conservator of the Peace *

Handgun

Shotgun

*** Eligibility Determination – Please answer each question if you will be Armed [Handgun/Shotgun]**

The information below must be completed to verify whether you are prohibited by federal or state law to possess or carry a firearm. Complete this section in its entirety. If you answer **YES** to any question, attach a brief explanation of your answer along with any supporting documentation. If you have a conviction and your firearms eligibility has been restored, provide supporting documentation. For additional information pertaining to firearms eligibility please review *Virginia Code* §18.2-309 *et seq.* and 18 U.S.C. § 922 of the Federal Gun Control Act.

1. Have you ever been convicted of a Felony offense? (Include Felony convictions of driving under the influence and/or any offense for which you were convicted as a juvenile, which would be a felony if committed by an adult.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have you ever been convicted of an offense as a Juvenile that would prohibit you from possessing or carrying a firearm?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have you been convicted of a Misdemeanor offense within the five-year period immediately preceding this application pertaining to possession of a controlled substance or marijuana?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Have you ever been convicted in any court of a Misdemeanor crime of domestic violence or assault and battery of a family member?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Have you ever been adjudicated mentally defective (which includes a determination by a court, board, commission, or other lawful authority that you are a danger to yourself or to others or are incompetent to manage your own affairs) OR have you ever been committed to a mental institution?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Have you ever been acquitted by reason of insanity, adjudicated legally incompetent, mentally incapacitated or adjudicated an incapacitated person by a court of Virginia or any other court?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Have you ever been involuntarily admitted to a facility or ordered to mandatory outpatient treatment by any court, board, commission, or other lawful authority?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Are you the subject of, or named as respondent in a Restraining Order or a Protective Order?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Are you an alien NOT lawfully admitted for permanent residence in the United States?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Have you ever been discharged from the Armed Forces of the United States under "Dishonorable Conditions"?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Are you a fugitive from justice?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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 of my application or criminal prosecution, including but not limited to feloniously forging and uttering a public document in violation of *Va. Code* § 18.2-168. I understand that I am responsible for maintaining full compliance with the *Virginia Code* and applicable regulations relating to Special Conservators of the Peace.

Signature Required: _____ 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](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf) 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 – REGISTRATION APPLICATION CHECKLIST

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

- Special Conservator of the Peace Registration Application and Fee (\$60.00)
NOTE: 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, you will not longer be eligible for renewal and all initial registration requirements will need to be met.
- Fingerprint Processing Form and Fee (\$50.00)
- Fingerprint Card (FD-258)
- Legal Presence Documentation
- Proof of General Liability Insurance issued by an insurance company authorized to do business in Virginia and reflecting the Department as the Certificate Holder in the minimum amount of \$10,000.00
- Drug and Alcohol Test Completed (FOR INITIAL APPLICANTS ONLY)
www.dcjs.virginia.gov/pss/howTo/registrations/scopBloodAlcoholTesting.cfm
 - Contact Nancy Brun at 1-800-732-3784 or by email at nbrun@firstlab.com to have your results reported to DCJS. When contacting Nancy Brun, notify the receptionist that you are with the Special Conservator of the Peace program.
 - To locate the Labcorp site nearest you, please visit www.labcorp.com and go to the Patient Service Center locations. The cost for testing is \$41.50. Payment methods are in the form of a money order, certified check or credit card.
- Background investigation completed by a police department, sheriff's office or the Virginia State Police. (FOR INITIAL APPLICANTS, THOSE SEEKING A NEW APPOINTMENT, OR A RE-APPOINTMENT)
- Completion of Training: Entry Level (Initial Applicants) or In-Service Training (Renewal Applicants)

*A temporary registration will be issued following completion of all registration requirements. This letter should be taken to the circuit court to petition for a SCOP appointment by the employing company. PLEASE NOTE: registration does **not** guarantee appointment and does **not** authorize you to engage in providing SCOP services without a court appointment order.*

FINAL STEPS (to be completed after all of the above eligibility criteria have been met):

APPLICATIONS TO COURTS

Mandatory Forms – As of July 1, 2015, if you are seeking a new appointment with a circuit court or a re-appointment with a circuit court, the law requires you to submit **two** separate standardized forms, created by the Office of the Executive Secretary, to the circuit court: (#1) Application to the circuit court and the other is the (#2) Appointment Order signed by the judge.

- On July 1, 2015, the new forms can be accessed at the Supreme Court of Virginia website: www.courts.state.va.us/forms/circuit/civil.html
- Once the circuit court signs the order, you must return copies of **both** the (#1) Application and (#2) Appointment Order to DCJS in order to receive your registration documents.