



Commonwealth of Virginia  
Virginia Department of Criminal Justice Services  
**Campus Security Officer (CSO)**

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## Certification Program – Permission for Extension

All Virginia college/university campus security officers must meet certification and re-certification requirements as indicated in Virginia State Regulation 6 VAC 20-270.

This form serves as an extension request for certification/re-certification for the following college/university/private security company:

\_\_\_\_\_

This form is being submitted by the designated Campus Security Officer Point of Contact (POC):

Point of Contact Name: \_\_\_\_\_

Point of Contact Title: \_\_\_\_\_

Point of Contact Phone Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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Names of person(s) for whom an extension is requested:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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This form serves as a request for extension due to the following circumstances:

Extension type (check):  Certification training       In-service training credit toward re-certification  
 Other: \_\_\_\_\_

Requested length of extension: \_\_\_\_\_

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I, the designated Point of Contact for the Employer indicated on this application, request that the Virginia Department of Criminal Justice Services (DCJS) approve this applicant for the position of Campus Security Officer.

Point of Contact Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Please submit the completed form with documentation to DCJS**

DCJS Virginia Center for School and Campus Safety/CSO Program, 1100 Bank Street, Richmond, Virginia 23219

Fax: 804-225-3853 or Email: [campussecurity@dcjs.virginia.gov](mailto:campussecurity@dcjs.virginia.gov)

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**FOR OFFICIAL DCJS USE ONLY**

Extension granted:  Yes       No

DCJS Representative: \_\_\_\_\_ Date: \_\_\_\_\_