



Virginia Department of Criminal Justice Services
Division of Licensure and Regulatory Services
INFORMATIONAL NOTICE October 2019

This notice is in regards to: **PAPERLESS IMPLEMENTATION FOR SPECIAL CONSERVATORS OF THE PEACE, BAIL BONDSMAN, AND BAIL ENFORCEMENT AGENTS EFFECTIVE DECEMBER 1, 2019**

What is happening?

- The Division is making the final transition to paperless submission of applications for licensure, registration, and certification. Since September 2018, the majority of our regulatory programs have transitioned to online submissions.
- Effective December 1, 2019, applications for SCOPs, bail bondsmen, and bail enforcement agents can only be submitted through the Online Regulatory Licensing System. Your successful experience is dependent upon complying with submittal requirements.
- This final transition is expected to be just as successful as our other programs, and is by far the most efficient, easiest and fastest way to submit applications and get people working!

What does going “paperless” mean for our constituents?

- DCJS will **no** longer accept paper applications.
- Applications for licensure, registration, and certification must be submitted through the Online Regulatory Licensing System.
- If you have not already created your online account, please click [here](#) to create your account or get more information.
- **Remember to secure and save your logon and password information as you will need it to update your account and renew your credential.**
- Employers should consider assisting employees with creating their accounts as part of the hiring process.

What services does the online system provide?

- 24/7 access to submit applications for licensure, registration and certification online to the Department
- Access and ability to update your demographic and address information
- Employer Bulk Payments for their employees’ Registration, License, or Certification
- Duplicate/Replacement Registration, License, or Certificate
- Bail Bondsman Individual applications including Initial, Renewal, and Additional Categories
- Bail Bondsman Firearm Endorsement applications including Initial and Renewal
- Bail Enforcement Agent Individual applications including Initial and Renewal
- Bail Enforcement Agent Firearm Endorsement application (must be completed during Initial and Renewal)
- Special Conservator of the Peace Individual applications including Initial and Renewal

For services not listed above, please visit our website at www.dcjs.virginia.gov.

For additional information, please contact regulatory.affairs@dcjs.virginia.gov