

Individual License Verification

- 1) Click the Individual License Verification link
- 2) Enter your first and last name **or** DCJS ID number. (Make sure to include dash after the 99. Ex. 99-XXXXXX).
- 3) Click Search

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
Improving and promoting public safety in the Commonwealth

Search for a Credential

Welcome to Web Lookup/Verification

- Please enter search criteria below to start your search (enter data in any field- we will search with whatever information you provide to us - remember less is more!)
- If you have partial information, or not sure of the exact name etc., you may use a wildcard search by placing a "*" following the partial data entered (example - not sure if Alan or Allen, enter Al*) to search.
- Click [here](#) to search for a Business or School instead of a person.

Profession: First Name:

License Type: Last Name:

Category: City:

License Number:

License Status: State:

DCJS ID: Zip Code:

Example: 99-XXXXXX Search Range:

- 4) Once the Search Results display, click on your name to open the record.

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Search Results

1. For a more detailed view of a licensee's background, click on the licensee name from the alphabetical list below. Results will open in a new window.
2. Click the numbers below the grid to see additional pages of licensees.
3. To return to the Search page, use either the **New Person Search** button or the **New Business or School Search** button below. **Do not use your browser's back button.**

Name	License #	Profession	License Type	Status	Address
Mason, Robert	RE-1037912	Private Security Services	Private Security Service Registration (Individual)	Active	Richmond, VA, 23218

- 5) Once the record opens, the following items will display: Name, DCJS Number, Address City, State, and Zip, Status, Categories, Issued Date, Expiration Date, Firearms Endorsement information if applicable. See below:



The screenshot shows the DCJS website header with the logo and tagline "Improving and promoting public safety in the Commonwealth". Below the header, the page is titled "Credential Details". The record information is organized into several sections:

- Demographic Information:** Name: Mason, Robert; DCJS ID: 99-554146
- Address Information:** City: Richmond; State: VA; Zip: 23218
- Credential Information:**
 - Lic #: RE-1037912
 - Profession: Private Security Services
 - Type: Private Security Service Registration (Individual)
 - Status: Active
 - Issued: 08/23/2018
 - Expiration Date: 08/31/2020
 - Category: Alarm Respondent, Unarmed Security Officer/Courier
 - Firearms Endorsement: (blank)
 - Firearm Endorsement Expiration: (blank)

At the bottom of the record view, there is a button labeled "Back to Search Results".

- 6) Click [here](#) to verify an Individual license now.