

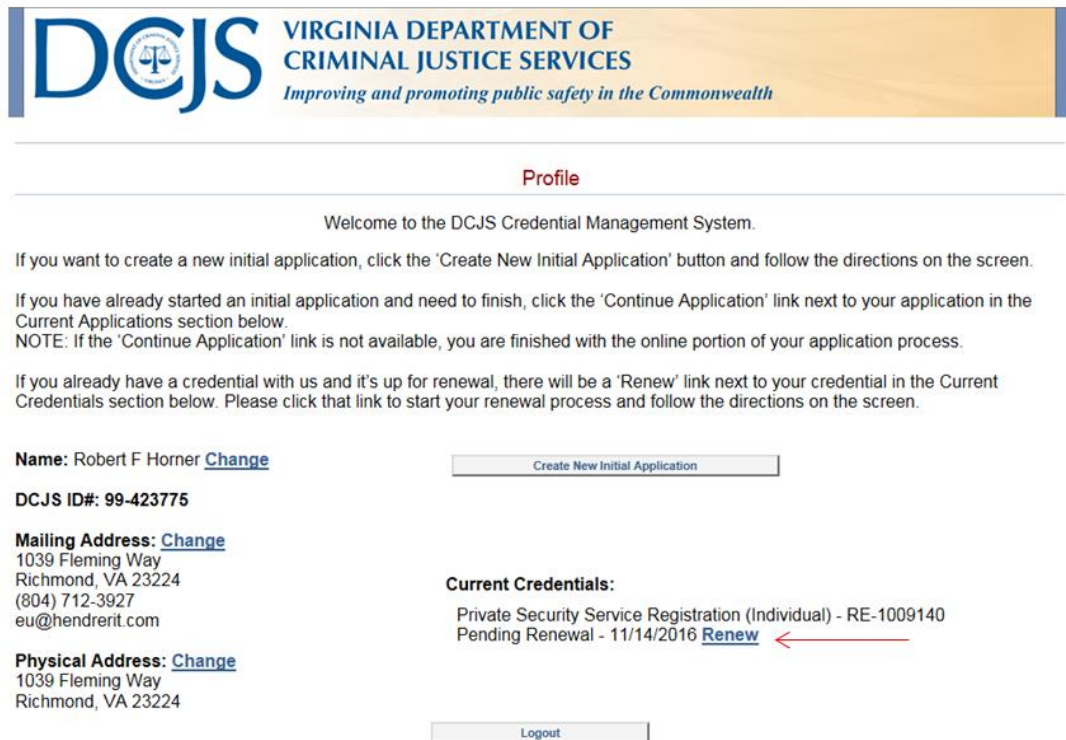
## Renew a License/Registration

1. Create a New Account if you are a New User.

**Tip 1:** If you have ever submitted an application to DCJS or taken training from a DCJS approved school, select “Yes”.

**Tip 2:** Unless you are trying to register a business or training school, select “Individual”.

2. Once your account is set up, you will see a screen like the one below. This is where you can renew your current credential by clicking the “Renew” link.



The screenshot shows the profile page of the DCJS Credential Management System. At the top is the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" with the tagline "Improving and promoting public safety in the Commonwealth". Below this is a "Profile" header. The main content area contains a welcome message and instructions on how to create new applications, continue existing ones, or renew credentials. On the left side, there are links to "Change" for the user's name, mailing address, and physical address. On the right side, there is a "Create New Initial Application" button and a "Current Credentials" section. The "Current Credentials" section lists "Private Security Service Registration (Individual) - RE-1009140" and "Pending Renewal - 11/14/2016" with a "Renew" link and a red arrow pointing to it. At the bottom right, there is a "Logout" button.

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

**Profile**

Welcome to the DCJS Credential Management System.

If you want to create a new initial application, click the 'Create New Initial Application' button and follow the directions on the screen.

If you have already started an initial application and need to finish, click the 'Continue Application' link next to your application in the Current Applications section below.

NOTE: If the 'Continue Application' link is not available, you are finished with the online portion of your application process.

If you already have a credential with us and it's up for renewal, there will be a 'Renew' link next to your credential in the Current Credentials section below. Please click that link to start your renewal process and follow the directions on the screen.

**Name:** Robert F Horner [Change](#)

**DCJS ID#:** 99-423775

**Mailing Address:** [Change](#)  
1039 Fleming Way  
Richmond, VA 23224  
(804) 712-3927  
eu@hendrerit.com

**Physical Address:** [Change](#)  
1039 Fleming Way  
Richmond, VA 23224

[Create New Initial Application](#)

**Current Credentials:**  
Private Security Service Registration (Individual) - RE-1009140  
Pending Renewal - 11/14/2016 [Renew](#)

[Logout](#)

3. Complete and pay for your Renewal application. The Renewal Registration fee is \$34. It is an additional \$10 to add or renew a Firearm.
4. Make sure to ensure that all of the information provided is accurate on the confirmation page. Any errors could delay the processing your renewal Registration, License, or Certification.
5. Click [here](#) to start create a new account or log-in to your existing account.