



**COMMONWEALTH OF VIRGINIA
Department of Criminal Justice Services**

P.O. Box 1300 • Richmond, VA 23218

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

FINGERPRINT PROCESSING FORM – FEE \$50.00

IMPORTANT INFORMATION

To ensure a timely processing of a criminal history records check, the following must be submitted:

- A Fingerprint Form, fingerprint card, legal presence documentation, criminal history supplemental documentation if applicable and \$50.00 non-refundable form fee.
- Please **DO NOT** bend, fold or hole-punch the fingerprint card and ensure that **ALL** vital information is filled out completely on the fingerprint card prior to submittal.
- This Criminal History records check is only valid for 120 days from date of submittal. If applying for a credential under the regulation of the Virginia Department of Criminal Justice Services (DCJS), please ensure form is submitted within 120 days.

Applicant Information

| | | | |
|---|------------------------|-------------------|--------------|
| SSN or DCJS ID: | Last Name: | First Name: | MI: |
| Mailing Address (Street/Apt.#): | | City, State, Zip: | |
| Physical Address (if different than mailing address): | | City, State, Zip: | |
| Email Address: | | | |
| Home Phone: () | Business Phone: () | Fax: () | |
| Employer Business Name: | | | DCJS ID: 11- |

Reason for Fingerprinting

**Private Security Services
Virginia Code §§9.1-138-9.1-150**

- Business License
- Training School Certification
- Individual Registration
- Compliance Agent Certification
- Instructor Certification
- Electronic Security Personnel
- Detector Canine Handler Examiner Certification

**Special Conservator of the Peace
(SCOP)
Virginia Code §§9.1-150.1-9.1-150.4**

- SCOP Registration

**Bail Bondsmen
Virginia Code §9.1-185 (et seq.)**

- Property or Surety License

**Bail Enforcement Agent
Virginia Code §9.1-186 (et seq.)**

- Bail Enforcement Agent License

Legal Presence Verification Required (verification applicant is a U.S. citizen or legally authorized to be in the U.S.)

- Legal Documentation attached. Legal documentation may be a copy of a birth certificate, U.S. passport, INS Forms (N550, N560, N561, N570). A full list of acceptable documentation may be found on our website at www.dcjs.virginia.gov

***** Failure to provide legal documentation will result in your form being returned to you and will cause a delay in the processing of your form*****

Criminal History Records Check

1. Are you currently under a Protective Order(s)? Yes No

If yes, provide a copy of each Protective Order(s) and the Release Date: _____.

If more than one, provide information on a separate page for each additional Protective Order.

Locality Information for Protective Order: State _____ County/City/Town of _____

2. Have you **ever** been convicted or found guilty of a felony or misdemeanor (not to include minor traffic violations) in Virginia or any other jurisdiction to include military court martial?

Yes* No *If Yes, please complete the following Criminal History Supplemental Information

***** Failure to provide review documentation will result in a delay in the processing of your form*****

Criminal History Supplemental Information Please list all convictions in detail and attach required criminal history documentation (Please attach an additional form if needed)

Felony Misdemeanor

Date of Conviction:

Conviction:

Jurisdiction:

Are you currently on probation? Yes No

Have you complied with all court sanctions? Yes No

Have you included all required criminal history documentation for review? Yes No

Statement containing conviction, date of offense, location and circumstances of conviction, a certified copy of all applicable criminal conviction(s), police and court records

Statement and the current status of parole, probation, etc.; and

Supporting documentation (i.e., reference letters, pardons, documentation of rehabilitation, restitution of rights, etc.).

Felony Misdemeanor

Date of Conviction:

Conviction:

Jurisdiction:

Are you currently on probation? Yes No

Have you complied with all court sanctions? Yes No

Have you included all required criminal history documentation for review? Yes No

Statement containing conviction, date of offense, location and circumstances of conviction, a certified copy of all applicable criminal conviction(s), police and court records

Statement and the current status of parole, probation, etc.; and

Supporting documentation (i.e., reference letters, pardons, documentation of rehabilitation, restitution of rights, etc.).

Affirmation

I, the undersigned, certify that all information contained on the form 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 the pertinent information may be cause for denial and may result in criminal charges.

I hereby give consent and authorize the Virginia State Police and the Federal Bureau of Investigations to process my fingerprints for a criminal history records check and report the results of such record to the Virginia Department of Criminal Justice Services (DCJS). I authorize the Virginia State Police to archive my fingerprints for the purpose of reporting any future criminal history information. I fully understand that if I am arrested this information may be reported to the DCJS.

Print Name: _____

Signature: _____

Date: _____
mm/dd/yy

All fees are non-refundable. Forms 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 available on our website.
This form must be included with your form package when paying by credit card.