



TRAINING WAIVER CREDIT– FEE \$25.00

IMPORTANT INFORMATION

- For questions on eligibility refer to the Regulations Relating to Private Security Services [6 VAC 20-171-450](#) Entry Level and [6 VAC 20-171-460](#) in-service training exemption.
- You are required to meet all training requirements prior to your **expiration date**. This application will take a **MINIMUM of 30 days to process**—please submit at least 60 days *prior* to expiration date.
- Only one (1) category of training may be requested per application with the exception of firearms training which may be included with a registration category on this application.
- General and Firearms Instructor: the only alternatives for 13I and 14I are pre-approved training listed online at Virginia Department of Criminal Justice Services (DCJS) at www.dcjs.virginia.gov/pss/training/alternatives/index.cfm.

Applicant Information

SSN or DCJS ID Number:	Last Name:	First Name:	MI:
Mailing Address (Street/Apt.#):		City, State, Zip:	
Email Address:		Fax: ()	
Home Phone: ()	Business Phone: ()	Cell: ()	
Registration or Certification Expiration Date:			
<input type="checkbox"/> Entry Level Training		<input type="checkbox"/> In-service Training	

Registration Category Requested

<input type="checkbox"/> Private Investigator	<input type="checkbox"/> Central Station Dispatcher	<input type="checkbox"/> Private Security Instructor
<input type="checkbox"/> Personal Protection Specialist	<input type="checkbox"/> Electronic Security Technician	<input type="checkbox"/> Security Canine Handler
<input type="checkbox"/> Alarm Respondent	<input type="checkbox"/> Electronic Security Sales Representative	<input type="checkbox"/> Detector Canine Handler
<input type="checkbox"/> Security Officer/Courier	<input type="checkbox"/> Special Conservator of the Peace	<input type="checkbox"/> Bail Bondsman
<input type="checkbox"/> Locksmith	<input type="checkbox"/> Private Security Firearms Instructor	<input type="checkbox"/> Bail Enforcement Agent

Firearms Selection

Handgun 07
 Security Officer Handgun 75E
 Shotgun 08
 Advanced Handgun 09
 Patrol Rifle 10

Affirmation

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

Signature Required: _____ Date: _____
mm/dd/yy

APPLICATIONS ARE VALID FOR 12 MONTHS FROM THE DATE OF SUBMITTAL

DCJS will make the determination of the requirements needed to fulfill training regulations
All fees are non-refundable. Applications 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](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf) available at www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf
— this form must be included with your application package when paying by credit card.

ALTERNATIVE TRAINING CREDIT TRAINING CHECKLIST

Submit the following documents with this application.

NOTE: We do not maintain documents on file—submit documentation with each application.

- Information on the sponsoring organization (brochure, pamphlet, bio card)
- Session Outline
- Instructor Bio
- Length of training program (hours of attendance)
- Date(s) and location of training (must be on-site unless a pre-approved online program)
- Certification of successful completion (must show student's name, sponsoring organization, Instructor signature, course name, and completion date)