



COMMONWEALTH OF VIRGINIA
Department of Criminal Justice Services

P.O. Box 1300 • Richmond, Virginia 23218
Phone: (804) 786-4700 • Fax: (804) 786-6344 www.dcjs.virginia.gov/pss

Status Hotline
(804) 786-1132
1-877-9STATUS

GENERAL INSTRUCTOR IN-SERVICE TRAINING ENROLLMENT – FEE \$50.00

IMPORTANT INFORMATION

- This application is for enrollment in General Instructor in-service training **only**.
- A separate General Instructor Renewal Certification Application must be submitted to DCJS to obtain renewal certification as an Instructor.
- Applicants seeking renewal certification as a General Instructor must comply with the requirements outlined in 6VAC20-171-110 of the Regulations Relating to Private Security Services.

Applicant Information

SSN or DCJS ID Number:	Last Name:	First Name:	MI:
Mailing Address:		City, State, Zip:	
Email Address:			Fax: ()
Home Phone: ()	Business Phone: ()	Cell: ()	

Employment Information

Training School Name:	DCJS Training School Number:
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Training Date / Location Requested – Accommodations

Date:	Location:
Do you require Disability Accommodations? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If YES , please specify:	

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. I understand that I am responsible for maintaining full compliance with *Virginia Code* Sections 9.1-138 through 9.1-150 and the Regulations Relating to Private Security Services 6 VAC 20-171.

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

Applications are valid for 12 months from the date of submittal

All fees are non-refundable. Applications received without payment will be returned.
A check or money order payable to the TREASURER OF VIRGINIA, or a completed credit card insert available at www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf must be mailed with your application package.
Mailing address: Virginia Department of Criminal Justice Services, P.O. Box 1300, Richmond, VA 23218