



**COMMONWEALTH OF VIRGINIA**  
**Department of Criminal Justice Services**  
 PO Box 1300 • Richmond, VA 23218  
 Phone: (804) 786-4700 • Fax: (804) 786-6344  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

Want to EXPEDITE your application?  
 — SUBMIT ONLINE —  
 Online Regulatory Licensing System  
[www.dcjs.virginia.gov/online](http://www.dcjs.virginia.gov/online)

**Private Security Services**  
**RENEWAL REGISTRATION APPLICATION 2-YEAR REGISTRATION - \$34.00**

**IMPORTANT INFORMATION**

- Application and In-service Training must be completed prior to expiration date for issuance of registration.
- If you are going to carry or have access to a firearm, you must also maintain a Firearms Endorsement and complete all required firearms training.
- You may add or remove categories without additional fees at renewal.
- If adding or renewing the *Armored Car* category, you must submit a Criminal History Processing Form with the \$25.00 processing fee and schedule an appointment to have your fingerprints scanned. To schedule an appointment follow the instructions on the Criminal History Processing Form.
- If the current registration is expired, you have 60 days from the date expiration to submit a non-refundable reinstatement fee of **\$17.00** and meet all of the renewal requirements. If the 60 day reinstatement period has passed, you cannot use this form, as you are no longer eligible for renewal and you must complete the initial registration process. *You cannot work during a reinstatement period.*

**Applicant Information**

SSN or DCJS ID Number:	Last Name:	First Name:	MI:
Mailing Address (Street/Apt. No.): <input type="checkbox"/> <i>Check if New Address</i>		City, State, Zip:	
Physical Address (if different than mailing address):		City, State, Zip:	
Email Address:			
Home Phone: (    )	Business Phone: (    )	Fax: (    )	

**Registration Category (check all that apply)** — *\* Armored Car Personnel, Armed Personal Protection Specialist and Armed Security Officers are required to maintain a firearm endorsement.*

<input type="checkbox"/> *Armored Car Personnel	<input type="checkbox"/> Detector Canine Handler – Explosives	<input type="checkbox"/> Electronic Security Technician
<input type="checkbox"/> *Armed Security Officer/Courier	<input type="checkbox"/> Detector Canine Handler – Narcotics	<input type="checkbox"/> Electronic Security Technician Assistant
<input type="checkbox"/> *Armed Personal Protection Specialist	<input type="checkbox"/> Alarm Respondent	<input type="checkbox"/> Electronic Security Sales Representative
<input type="checkbox"/> Private Investigator	<input type="checkbox"/> Unarmed Security Officer/Courier	<input type="checkbox"/> Locksmith
<input type="checkbox"/> Security Canine Handler	<input type="checkbox"/> Unarmed Personal Protection Specialist	<input type="checkbox"/> Central Station Dispatcher

**Criminal History**

Have you **been convicted** or **found guilty of a felony or misdemeanor** (not including minor traffic violations) in Virginia or any other jurisdiction to include military court martial or currently under protective order(s) within the **past two years**?

Yes \*     No

*\* If Yes, please attach a Private Security Criminal History Supplement Form and all requested criminal history documentation.*

**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 the *Code of Virginia* and Regulations relating to Private Security Services.

Signature Required: \_\_\_\_\_ 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 Authorization form available on our website. This form must be included with your form package when paying by credit card.  
**We do not accept cash.**