



**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](http://www.dcjs.virginia.gov)

**Private Security Services – SCHOOL DIRECTOR DESIGNATION / REMOVAL FORM**

**IMPORTANT INFORMATION**

- This application may take approximately 5 to 7 business days to process.
- This application allows for the addition or deletion of School Director.

**Information**

DCJS ID Number: 88-	Training School Name:	Trading As:
Mailing Address (Street/Apt.#):		City, State, Zip:
Physical Address (if different than mailing address):		City, State, Zip:
Email Address:		
Business Phone: (    )		Fax: (    )

**Addition/Deletion**

**Addition of School Director (ADD)**

Name:	DCJS ID Number: 99-
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**Deletion of School Director (REMOVE)**

Name:	DCJS ID Number: 99-
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**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: \_\_\_\_\_  
Principal/Owner mm/dd/yy

Signature Required: \_\_\_\_\_ Date: \_\_\_\_\_  
Designated School Director mm/dd/yy