



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/pss

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

Private Security Services – SUBJECT MATTER SPECIALIST FORM

IMPORTANT INFORMATION

- **Third party documentation** verifying the dates and types of experience or training must be provided with form. **Resumes are not acceptable.**
- A subject matter specialist may only teach specific portions of a course – not the entire course.
- A Certified Instructor does not need to be present with a subject matter specialist.

School Information

DCJS ID Number: 88-	School Name:	Trade As:
Mailing Address (Street/Apt.#):		City, State, Zip:
Physical Address:		City, State, Zip:
Email Address:		
Business Phone: () EXT:	Fax: ()	

Subject Matter Specialist

SSN or DCJS ID Number:	Name:
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Specific portions of required subjects the individual is requesting to instruct

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: _____
Training School Director or Assistant Director mm/dd/yy

Signature Required: _____ Date: _____
Guest Lecturer or Subject Matter Specialist mm/dd/yy