



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

RENEWAL INSTRUCTOR CERTIFICATION APPLICATION—FEE \$25.00 plus \$10.00 per category

IMPORTANT INFORMATION

- In-service-level training must be completed within the 12 months prior to your application for certification.
- If the current certification is expired, you may reinstate your certification providing all renewal requirements are met; and an additional, non-refundable reinstatement fee of **\$12.50** is submitted to the department within **60 days** following the expiration date of your certification. After 60 days, this application cannot be processed and all initial certification requirements will need to be met.
- If requesting additional categories of instruction, **Third Party Documentation** verifying the types and dates of successful qualification, with a minimum range qualification of **85%**, with each of the selected firearms in the application: [Training Completion forms](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_tcf.doc) (available online at www.dcjs.virginia.gov/forms/privatesecurity/pss_tcf.doc) or signed range sheets with qualification scores are acceptable.
- The initial instructor certification fee **includes one** category of training. A separate fee of **\$10.00** will be charged for each additional category of training as identified in 6VAC20-171-80. B. 10. of the Regulations Relating to Private Security Services.

Applicant Information

SSN or DCJS ID Number:	Last Name:	First Name:	MI:
Mailing Address (Street/Apt.#):		City, State, Zip:	
Email Address:			
Home Phone: ()	Business Phone: ()	Fax: ()	

Employment Information

School Name:	DCJS School ID Number: 88-
Certification Expiration Date:	

Training Information

Has a General Instructor In-Service Training Enrollment application been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has a Partial Training Exemption Application for General Instructor In-service been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is proof of Firearms Instructor In-service and a range card attached? <input type="checkbox"/> Yes <input type="checkbox"/> No

Instruction Category(s) Requested (check each that apply)

If requesting additional categories of instruction include:

- Documentation of previous training
- Documentation of a minimum of 2 years experience for the requested subject (s)

- Security Officers/Couriers/Alarm Respondent (armed and unarmed) to include Arrest Authority. (01, 05)
- Private Investigators. (02)
- Locksmiths, Electronic Security Personnel to include Central Station Dispatchers. (25, 30, 35, 38, 39)
- Armored Car Personnel. (03)
- Personal Protection Specialist. (32)
- Detector Canine Handlers (4ED), Security Canine Handlers. (4ES)
- Special Conservators of the Peace pursuant to § 9.1-150 of the *Code of Virginia*. (06)
- Bail Bondsmen pursuant to § 9.1-185 of the Code of Virginia. Bail Enforcement Agents pursuant to § 9.1-186 of the *Code of Virginia*. (40, 44)
- Firearms. (Check all that apply)
- Entry Level Handgun (07)
 - Security Officer Handgun (75)
 - Shotgun (08)
 - Advanced Handgun (09)
 - Patrol Rifle (10)

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 orders within the **past two years**?

Yes * No

*If **YES**, please attach a [Private Security Criminal History Supplement form](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_chs.pdf) available online at www.dcjs.virginia.gov/forms/privatesecurity/pss_chs.pdf 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 *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

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.