



**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)

## Special Conservator of the Peace – APPLICATION CHECKLIST

- Submit the Special Conservator of the Peace [Registration Application](#) or apply online at [www.dcjs.virginia.gov/online](http://www.dcjs.virginia.gov/online).
- Proof of liability: Certificate of Professional Law Enforcement Liability Insurance (minimum \$500,000.00). Please ensure DCJS is listed as a certificate holder.
- For Initial Applicants Only:**
  - Drug and Alcohol Testing:
    - Contact Erica Ambrose at 1-800-732-3784 or by email at [EAmbrose@fssolutions.com](mailto:EAmbrose@fssolutions.com). When contacting Erica Ambrose, notify the receptionist that you are with the Special Conservator of the Peace program.
    - To locate the Labcorp site nearest you, please visit [www.labcorp.com](http://www.labcorp.com) and go to the Patient Service Center location. The cost for testing is \$44.00. Payment methods are in the form of a money order, certified check, or credit card.
  - Background investigation completed by a police department, sheriff's office, or the Virginia State Police.
  - Application to Courts:

**Note:** *A temporary registration will be issued after all of the above eligibility criteria have been met. This letter should be taken to the circuit court to petition for a SCOP appointment by the employing agency. This temporary registration does **not** guarantee appointment and does **not** authorize you to engage in providing SCOP services without a court appointment order.*

    - All applications and orders for appointment are required to be submitted on forms developed by the Office of the Executive Secretary of the Supreme Court of Virginia.
    - The application for appointment can be accessed at the Virginia's Judicial System website: [www.courts.state.va.us/forms/circuit/civil.html](http://www.courts.state.va.us/forms/circuit/civil.html).
    - Once the circuit court signs the order, you must return copies of **both** the (#1) Application and (#2) Appointment Order to DCJS in order to receive your registration document.
- For those seeking a New Appointment or Reappointment:**
  - Background investigation completed by a police department, sheriff's office, or the Virginia State Police.
  - Application to Courts:
    - All applications and orders for appointment are required to be submitted on forms developed by the Office of the Executive Secretary of the Supreme Court of Virginia.
    - The application for appointment can be accessed at the Virginia's Judicial System website: [www.courts.state.va.us/forms/circuit/civil.html](http://www.courts.state.va.us/forms/circuit/civil.html)
    - Once the circuit court signs the order, you must return copies of **both** the (#1) Application and (#2) Appointment Order to DCJS in order to receive your registration document.
- For Renewals Only:** If the current registration is expired, you have 60 days from the expiration date to submit a non-refundable reinstatement fee of **\$30.00** 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.*