



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
REGISTRATION AND APPLICATION PROCESSING CHECKLIST

APPLY

Initial Registration Eligibility Criteria and Application Processing Checklist

- [Initial Registration Application](#) and Fee (\$25.00)
- [Fingerprint Processing Application](#) and Fee (\$50.00)
- [Fingerprint Card](#)
- [Legal Presence Documentation](#)
 - Be a minimum of 18 years or age
 - Be a United States Citizen or a legal resident alien of the United States
- [Criminal History Supplemental Form](#) (if applicable)
- [Firearms Endorsement Application](#) and Fee (\$10.00)
(if applicable – to be submitted if you will be armed while providing services)
- Entry-Level Training Completed

RENEW

Renewal Application Processing

- [Renewal Registration Application](#) and Fee (\$20.00)
- [Firearms Endorsement Application](#) and Fee (\$10.00)
(if applicable – to be submitted if you will be armed while providing services)
- In-Service Training Completed
- Reinstatement Fee
(if applicable – 50% of the Application Fee)
A reinstatement fee is due if the renewal application and in-service training requirements are not completed prior to the expiration date of the registration. After the expiration date, a reinstatement period of 60 days begins. If you do not renew properly, during your 60-day reinstatement period, you must apply for a new registration and meet the initial entry requirements.