

Special Conservator of the Peace – REGISTRATION RENEWAL CHECKLIST

Please use this checklist to ensure you include the appropriate documentation with your application.

- Special Conservator of the Peace Registration Application and Fee (\$60.00)

*NOTE: If your current registration is expired, you may reinstate your registration providing all renewal requirements are met; and an additional, non-refundable reinstatement fee of **\$30.00** is submitted to the department within **60 days** following the expiration date of your registration. After 60 days, you will not longer be eligible for renewal and all initial registration requirements will need to be met.*

- Fingerprint Processing Form and Fee (\$50.00)

- Fingerprint Card (FD-258)

- Legal Presence Documentation

- Proof of General Liability Insurance issued by an insurance company authorized to do business in Virginia and reflecting the Department as the Certificate Holder in the minimum amount of \$10,000.00

- *** ***(if applicable at renewal)*** Background investigation completed by a police department, sheriff's office or the Virginia State Police. (FOR INITIAL APPLICANTS, THOSE SEEKING A NEW APPOINTMENT, OR A RE-APPOINTMENT)

- Completion of In-Service Training

- *** ***(if applicable at renewal)*** APPLICATIONS TO COURTS

Mandatory Forms – As of July 1, 2015, if you are seeking a new appointment with a circuit court or a re-appointment with a circuit court, the law requires you to submit **two** separate standardized forms, created by the Office of the Executive Secretary, to the circuit court: (#1) Application to the circuit court and the other is the (#2) Appointment Order signed by the judge.

- On July 1, 2015, the new forms can be accessed at the Supreme Court of Virginia website: 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 documents.