



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 –
 INSTRUCTOR APPLICATION 2-YEAR CERTIFICATION FEE – \$100.00**

IMPORTANT INFORMATION

- A Fingerprint Application, Fingerprint Card, and \$50.00 non-refundable fee is required for registration pursuant to § 9.1-145.A of the *Code of Virginia*. Please ensure that a fingerprint package is submitted within 90 days of submitting the Instructor Application. Note: a criminal history records check may take up to 45 days to process.
- A DCJS instructor development course training must be completed within the 3 years prior to your application for certification, or submit a partial training exemption application for an instructor development course that meets or exceeds standards established by the DCJS. For additional information, please go online at www.dcjs.virginia/pss.
- Third Party Documentation verifying the types and dates or experience must be attached to this application. To be eligible the experience must be either:
 - Three (3) years managerial/supervisory experience in a private security services business, a federal, military police, state, or local law enforcement agency or in related field
 - OR
 - Five (5) years general experience in private security or a related field
 - OR
 - One (1) year experience as an instructor or teacher at an accredited educational institution or agency in the subject matter for which certification is requested or in a related field
- If requesting to become a certified firearms instructor, a range qualification completed with a **Virginia** Criminal Justice Agency, Academy, Correctional Department or Certified Private Security School is required. The qualification must be with a semi-automatic handgun, revolver, AND shotgun at 85% or better.

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

- | | |
|---|--|
| <input type="checkbox"/> Private Investigator
<input type="checkbox"/> Personal Protection Specialist
<input type="checkbox"/> Armored Car Personnel
<input type="checkbox"/> Alarm Respondent
<input type="checkbox"/> Security Officer Core Subjects
<input type="checkbox"/> Armed Security Officer Arrest Authority
<input type="checkbox"/> Special Conservator of the Peace | <input type="checkbox"/> Central Station Dispatcher
<input type="checkbox"/> Electronic Security Technician
<input type="checkbox"/> Electronic Security Sales Representative
<input type="checkbox"/> Locksmith
<input type="checkbox"/> Security Canine Handler
<input type="checkbox"/> Bail Bondsman
<input type="checkbox"/> Bail Enforcement Agent |
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Firearms Instruction Category(s) Requested *(check each that apply)*

- Handgun Shotgun Adv. Handgun

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

Business/School Name: :	DCJS ID Number:
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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](#) 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.