



**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](http://www.dcjs.virginia.gov/pss)

Status Hotline  
(804) 786-1132  
1-877-9STATUS

**Private Security Services – FIREARMS ENDORSEMENT APPLICATION – FEE \$10.00**

**IMPORTANT INFORMATION**

- A firearms training endorsement is required for all private security services business personnel who carry or have immediate access to a firearm while on duty and will not be issued until a registration has been issued.
- Each person must complete firearms training and shall qualify with each type of action and caliber of firearm to which he has access. Entry-level training must be completed within the 12 months prior to an initial firearm endorsement and re-qualification is required on an annual basis prior to the expiration of the current endorsement in order to maintain a firearm endorsement. For additional information on firearms training requirements view Article 2 of the Regulations Relating to Private Security Services 6 VAC 20-171-365 et seq. This application is for private security services personnel only. Special Conservators of the Peace, Bail Bondsmen and Bail Enforcement Agents must complete separate applications.

**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: (    )	

**Firearms Endorsement Categories Requested (check each that apply)**

- Handgun                       Shotgun                       Advanced Handgun

**Eligibility Determination – Please answer each question**

The information below must be completed to verify whether you are prohibited by Federal or State law to possess or carry a firearm. Please complete this section in its entirety. If you answer **yes** to any question, attach a brief explanation of your answer along with any supporting documentation. Convictions will require certified copies of final court dispositions to be included with this application. For additional information pertaining to firearms eligibility please review *Virginia Code* §18.2-309 et seq. and 18 U.S.C. § 922 of the Federal Gun Control Act.

1. Have you ever been convicted of a Felony offense? (Include Felony convictions of driving under the influence and/or any offense for which you were convicted as a juvenile, which would be a felony if committed by an adult.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have you ever been convicted of an offense as a Juvenile that would prohibit you from possessing or carrying a firearm?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have you been convicted of a Misdemeanor offense within the five-year period immediately preceding this application pertaining to possession of a controlled substance or marijuana?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Have you ever been convicted in any court of a Misdemeanor crime of domestic violence or assault and battery of a family member?	<input type="checkbox"/> YES <input type="checkbox"/> NO

5. Have you ever been adjudicated mentally defective (which includes a determination by a court, board, commission, or other lawful authority that you are a danger to yourself or to others or are incompetent to manage your own affairs) OR have you ever been committed to a mental institution?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Have you ever been acquitted by reason of insanity, adjudicated legally incompetent, mentally incapacitated or adjudicated an incapacitated person by a court of Virginia or any other court?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Have you ever been involuntarily admitted to a facility or ordered to mandatory outpatient treatment by any court, board, commission, or other lawful authority?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Are you the subject of, or named as respondent in a Restraining Order or a Protective Order?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Are you an alien NOT lawfully admitted for permanent residence in the United States?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Have you ever been discharged from the Armed Forces of the United States under "Dishonorable Conditions"?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Are you a fugitive from justice?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Affirmation – Please read this carefully before signing**

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

**Applications are valid for 12 months from the date of submittal**

***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](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf)  
 — this form must be included with your application package when paying by credit card.