



**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
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**Private Security Services –**  
**RENEWAL REGISTRATION APPLICATION 2-YEAR REGISTRATION – FEE \$20.00**

**IMPORTANT INFORMATION**

- Application and In-service Training must be completed prior to expiration date for issuance of registration. If you are going to carry or have access to a firearm, you must also maintain a [Firearms Endorsement](#) and complete all required firearms training.
- You may add or remove categories without additional fees at renewal. If adding the Armored Car category, a [Fingerprint Application](#), Fingerprint Card, and a \$50.00 non-refundable fee are required for registration if you have **not** submitted fingerprints within 120 days a criminal history records check may take up to 45 days to process.
- If your current registration is expired, you have **60 days** from the date your registration expired to submit a non-refundable reinstatement fee of **\$10.00** and meet all of the renewal requirements. If 60 day reinstatement period has passed; you cannot use this form as you **must** complete the initial registration process.

**Applicant Information**

SSN or DCJS ID Number:	Last Name:	First Name:	MI:
Mailing Address (Street/Apt.#): <input type="checkbox"/> Check if New Address		City, State, Zip:	
Physical Address (if different than mailing address):		City, State, Zip:	
Email Address:			
Home Phone: ( )	Business Phone: ( )	Fax: ( )	

**Registration Category(s) Requested** (check all that apply) \* Armored Car Personnel, Armed Personal Protection Specialist and Armed Security Officers are required to maintain a firearm endorsement.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> *Armored Car Personnel                | <input type="checkbox"/> Security Canine Handler                | <input type="checkbox"/> Electronic Security Technician           |
| <input type="checkbox"/> * Armed Security Officer/Courier      | <input type="checkbox"/> Detector Canine Handler                | <input type="checkbox"/> Electronic Security Technician Assistant |
| <input type="checkbox"/> *Armed Personal Protection Specialist | <input type="checkbox"/> Alarm Respondent                       | <input type="checkbox"/> Electronic Security Sales Representative |
| <input type="checkbox"/> Private Investigator                  | <input type="checkbox"/> Unarmed Security Officer/Courier       | <input type="checkbox"/> Locksmith                                |
|  | <input type="checkbox"/> Unarmed Personal Protection Specialist | <input type="checkbox"/> Central Station Dispatcher               |

**Criminal History**

Have you **been convicted or found guilty of a felony or misdemeanor** (not including minor traffic violations) in Virginia or any other jurisdiction to include military court martial or currently under protective orders within the **past two years**?  
 Yes \*     No    \* If Yes, please attach a [Private Security Criminal History Supplement Form](#) and all requested criminal history documentation.

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