



COMMONWEALTH OF VIRGINIA
Department of Criminal Justice Services
Private Security Services Section
 P.O. Box 1300
 Richmond, Virginia 23218

www.dcjs.virginia.gov/pss
 (804) 786-4700

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

Fingerprint Processing Application – Application Fee \$50.00

IMPORTANT INFORMATION:

To ensure a timely processing of a criminal history records check the following must be submitted:

- A Fingerprint Application, fingerprint card, and \$50.00 non-refundable fee pursuant to § 9.1-145.A of the Code of Virginia.
- Please **DO NOT** bend, fold or hole-punch the fingerprint card and ensure that **ALL** vital information is filled out completely on the fingerprint card prior to submittal.
- This Criminal History records check is only valid for 90 days from date of submittal. If applying for a credential under the regulation of DCJS, please ensure application is submitted within 90 days.

Applicant Information

SSN or DCJS ID:	Last Name:	First Name:	MI:
Mailing Address:		City, State, Zip:	
Physical Address:		City, State, Zip:	
Email Address:			
Home Phone: () -	Business Phone: () -	Fax: () -	
Employer Business Name:			DCJS ID: 11-

Reason for Fingerprinting:

Private Security Services Virginia Code §§9.1-138-9.1-150

- Business License
 Training School Certification
 Individual Registration
 Compliance Agent Certification
 Instructor Certification

Special Conservator of the Peace (SCOP) Virginia Code §§9.1-150.1-9.1-150.4

- SCOP Registration

Bail Bondsmen Virginia Code §9.1-185 (et seq.)

- Property or Surety License

Bail Enforcement Agent Virginia Code §9.1-186 (et seq.)

- Bail Enforcement Agent License

Criminal History Records Check

Yes* **No** Have you ever been convicted or found guilty of a felony or misdemeanor (not to include minor traffic violations) in Virginia or any other jurisdiction to include military court martial or are you currently under protective orders?

***If Yes, please attach a Criminal History Supplemental Form ([PSS CHS](http://www.dcjs.virginia.gov/pss)) and criminal history documentation. This form may be found on our website at www.dcjs.virginia.gov/pss.**

Legal Presence (verification applicant is a US citizen or legally authorized to be in the US)

There are two options in which to verify legal presence: Option 1 – Attach legal documentation along with the fingerprint application, or Option 2, provide copies of legal presence documentation for verification by a Private Security Services Training School Director or Compliance Agent. The signature of a Private Security Services Training School Director or Compliance Agent is required if they have verified that you are a U.S. Citizen or reviewed documents proving that you are legally authorized to live/work in the United States.

 Option 1- Attach Legal Documentation to this Application

Legal documentation may be a copy of a birth certificate, US passport, INS Forms (N550, N560, N561, N570). A full list of acceptable documentation may be found on our website at www.dcjs.virginia.gov/pss.

 Option 2- Verification of Legal Presence -Training School Director or Compliance Agent

I have reviewed acceptable documentation as approved by the Department of Criminal Justice and verify that

_____ is a U.S. citizen or is legally authorized to live/work in the United States.
Applicant's Name

Training Director/Compliance Agent Name:

DCJS ID:99-

Training Director/Compliance Agent Signature:

Affirmation

I, the undersigned, certify that all information contained on the 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 the pertinent information may be cause for denial and may result in criminal charges.

I hereby give consent and authorize the Virginia State Police and the Federal Bureau of Investigations to process my fingerprints for a criminal history records check and report the results of such record to the Private Security Services Section of the Department of Criminal Justice Services. I authorize the Virginia State Police to archive my fingerprints for the purpose of reporting any future criminal history information. I fully understand that if I am arrested this information will be reported to the Private Security Services Section of the Department of Criminal Justice Services.

Print Name: _____

Signature: _____ Date: _____
mm/dd/yy

All fees are non-refundable.

Check or money order should be made payable to: Treasurer, Commonwealth of Virginia
 If paying by credit card, please attach a credit card authorization form ([PSS_CC](#))