



COMMONWEALTH OF VIRGINIA
Department of Criminal Justice Services
Private Security Services Section

P.O. Box 1300
 Richmond, VA 23218

www.dcls.virginia.gov/pss
 804-786-4700

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

Bail Enforcement Agent Fingerprint Processing Application- Application Fee - \$50.00

IMPORTANT INFORMATION: A Fingerprint Application, Fingerprint Card and \$50.00 non-refundable fee are required for renewal pursuant to § 9.1-186.6 of the Code of Virginia. *Please make remittance to: Treasurer, Commonwealth of Virginia*

Please ensure that a fingerprint package is submitted within the 90 days prior of submitting your bail enforcement agent application and that you have included one completed fingerprint card with your application and fee. Approval of your fingerprints may take up to 45 days, so be sure to apply in advance so that you do not have a lapse in service. **Do not** bend, fold, or hole punch the fingerprint card.

Applicant Information

DCJS ID # 99-	Last Name:	First Name:	MI:
Mailing Address:		City, State, Zip:	
Email Address:			
Home Phone: ()	Business Phone: ()	Fax: ()	

Criminal History Records Check

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? *Yes* No

*If Yes, please attach a Criminal History Supplemental Form (PSS_CHS) and all requested criminal history documentation. This form may be found on our website at www.dcls.virginia.gov/pss.

Legal Presence Verification (legal presence means that a person is a US citizen or is legally authorized to be in the U.S.)

The signature of a Private Security Services Training School Director 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, **-or-** You may attach legal documentation of legal presence and submit to DCJS along with 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.dcls.virginia.gov/pss. Please complete one of the following options.

Option 1 - Verification by a Private Security Services Training Director

I have verified that _____ is a U.S. citizen or is legally authorized to live/work in the United States.
 Applicant's name

Training Director Name:	DCJS ID # 99-
-------------------------	---------------

Training Director Signature:

Option 2 – Legal documentation provided by applicant

Legal Presence has not been verified by a Private Security Services School Director and I have enclosed the appropriate legal documentation verifying that I am US Citizen or legally authorized to live/work in the United States.

Affirmation

I, the undersigned, certify that all information contained on this application and attachments is true, correct, and complete to the best of my knowledge and I have not omitted any pertinent information. I understand that any misrepresentation, falsification or omission of pertinent or material information may be cause for denial or revocation and may result in criminal penalties. I understand that I am responsible for maintaining full compliance with Virginia Code Sections §9.1-186 et al. and the Regulations Relating to Bail Enforcement Agents – 6 VAC 20-260.

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:

Please ensure you have enclosed the application fee, one completed fingerprint card and all required documentation. Please be aware that all fees are non-refundable. The check or money order should be made payable to: Treasurer, Commonwealth of Virginia.