



COMMONWEALTH OF VIRGINIA

Department of Criminal Justice Services

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Special Conservator of the Peace – REGISTRATION APPLICATION CHECKLIST

Please use this checklist to ensure you include the appropriate documentation with your application.

- Special Conservator of the Peace Registration Application and Fee (\$60.00)

NOTE: If your current registration is *expired*, you may reinstate your registration providing all renewal requirements are met; and an additional, non-refundable reinstatement fee of **\$30.00** is submitted to the department within **60 days** following the expiration date of your registration. After 60 days, you will no longer be eligible for renewal and all initial registration requirements will need to be met.

- Fingerprint Processing Form and Fee (\$50.00)

- Fingerprint Card (FD-258)

- Legal Presence Documentation

- Proof of Professional Law Enforcement Liability Insurance, which lists DCJS as the Certificate Holder in the minimum amount of \$500,000.00. The insurance certificate should include in the Description of Operations that it provides coverage for duties performed under the Special Conservator of the Peace Program.

- Drug and Alcohol Test Completed (FOR INITIAL APPLICANTS ONLY)

- Contact Nancy Brun at 1-800-732-3784 or by email at nbrun@firstlab.com. When contacting Nancy Brun, notify the receptionist that you are with the Special Conservator of the Peace program.
- To locate the Labcorp site nearest you, please visit www.labcorp.com and go to the Patient Service Center locations. The cost for testing is \$41.50. Payment methods are in the form of a money order, certified check or credit card.

- Background investigation completed by a police department, sheriff's office or the Virginia State Police.
(FOR THOSE SEEKING A NEW APPOINTMENT OR A RE-APPOINTMENT)

- Completion of Training: Entry Level (Initial Applicants) or In-Service Training (Renewal Applicants)

A temporary registration will be issued following completion of all registration requirements. This letter should be taken to the circuit court to petition for a SCOP appointment by the employing agency. PLEASE NOTE: registration does not guarantee appointment and does NOT authorize you to engage in providing SCOP services without a court appointment order.

- APPLICATION TO COURTS (*to be completed after all of the above eligibility criteria have been met*):

All applications and orders for appointment are required to be submitted on forms developed by the Office of the Executive Secretary of the Supreme Court of Virginia.

- The application for appointment can be accessed at the Virginia's Judicial System website: www.courts.state.va.us/forms/circuit/civil.html
- Once the circuit court signs the order, you must return copies of **both** the (#1) Application and (#2) Appointment Order to DCJS in order to receive your registration document.