



DCJS# 11-3105

“Because of the Guest....
We Exist....

Event Staffing, Inc.
201 E. Brambleton Ave
Norfolk, VA 23510

Scope Office 757.640-8900
Scope Fax 757.640.0119

INTERESTED IN SECURITY CERTIFICATION?

The process is simple, and the rewards are many.

1. Contact the Security Department for more information via email:
security@eventstaffinginc.com.

2. Review the costs associated with certification

a. Finger Print Processing Fee	\$ 50.00
b. Initial Certification Class (Includes Photo)	\$ 50.00
c. Initial DCJS Registration Fee	\$ 25.00
Total Investment	\$125.00

NOTE: Fingerprint fee payment can be made via cash, check or money order (payable to Event Staffing Inc.) Initial DCJS Certification Training Class needs to be paid directly to the security school (most schools take cash only). The Initial DCJS Registration Form may be submitted by mail or via online on the DCJS website.

3. Schedule an appointment to be fingerprinted by contacting the Security Department at security@eventstaffinginc.com. Complete and sign Fingerprint Processing Application prior to your appointment. The form is on the DCJS or ESI websites.

NOTE: Fingerprints must be submitted to DCJS prior to working in a security capacity and expire after 90 days if the certification process has not been completed.

4. Review the Training School List, contact the school of your choice and schedule your class. This is a 2-day course (typically 8:00am – 5:30pm) and must be attended in its entirety for certification.

NOTE: You must complete this course within 90 days of submission of fingerprints to avoid cancellation of prints and to comply with DCJS regulations.

5. Within one week of training completion, provide a copy of your Training Completion Form. Submit the Initial Registration Application along with \$25.00 for submission to DCJS. You may complete and submit the form online (DCJS website) or by mail.

6. You will receive your Registration Card via mail directly from the Department of Criminal Justice. Sometimes, a Temporary Registration is issued prior to receipt of your card.

NOTE: Copies of any and all correspondences to and from DCJS must be provided to the Security Department for your official security file.

7. You MUST have your Registration Card on you any time you are working an event for Event Staffing since work assignments change at various events due to staffing requirements. Supervisors will inform you how to display your card at their venues.

8. All required documentation must be provided to the Security Department as outlined below:

- a. Fingerprint Card and Application**
- b. Training Completion Form**
- c. Initial Registration Application**
- d. DCJS Registration Letter**
- e. Unarmed Security Registration Card**
- f. Physical Examination / Drug Screen (if requested)**

NOTE: All requirements listed above must be met prior to official hire with ESI . You will be responsible for all additional fees to reapply.