

## How to Register a Business or Training School – Current Licensees

Go to <http://www.dcls.virginia.gov/rocs/Login.aspx> where you will see the welcome screen.

Click on “register a business” on the menu to the left of the screen.

The screenshot shows a web browser window displaying the DCJS Virginia Department of Criminal Justice Services website. The browser's address bar shows the URL <http://www.dcls.virginia.gov/rocs/Login.aspx>. The website header features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" with the tagline "Improving and promoting public safety in the Commonwealth". A navigation menu on the left side of the page is open, showing two options: "Register a Person" and "Register a Business". An arrow points to the "Register a Business" option. The main content area displays a welcome message: "Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)". Below this, there is a paragraph explaining that users must register with the e-Government site and providing instructions for existing users. A second paragraph asks users to read the list of options carefully. The list includes two bullet points: one for professional licenses and one for business or facility licenses. At the bottom of the page, there are input fields for "User Id:" and "Password:".

Menu

- Register a Person
- Register a Business

Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)

In order to utilize the online services, you must register with the e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **login button** to continue. If you've forgotten your password, click [here](#).

If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

- If you wish to apply for a professional license, renew an existing professional license, submit name or address changes, or request a duplicate license, click [here](#) to register (or click the **register a person** link on the left).
- If you wish to apply for a business or facility license, renew an existing business license, submit name or address changes, request a duplicate license or request a facility inspection, click [here](#) to register (or click the **register a business** link on the left).

User Id:

Password:

**You will see this screen where you will fill in your school as 88-XXXX or business as 11-XXXX and the registration number sent to you by DCJS.**

The screenshot shows a web browser window with the address bar displaying `https://www.dcjs.virginia.gov/rocs/PersonSearchResults.aspx?Facility=Y`. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and various toolbars. The main content area of the website has a blue header with the text "Improving and promoting public safety in the Commonwealth". Below the header is a "Menu" box containing a "Login Page" link. The main heading is "Search for Existing Business/Facility Records".

In order to apply for a business or school license, renew an existing license, submit name or address changes or to request a duplicate, you must create a username and password and associate it to your facility records. This form allows you to search for your existing business/facility records.

- If you are an individual and wish to register to maintain your personal/professional license records, click [here](#) to continue.
- You must complete the search process, even if you currently hold no business/facility licenses with the state.

1. Please enter your DCJS ID in the "License Number" field below (i.e. 88-XXXX or 11-XXXX) followed by the Registration Code assigned by DCJS.
2. Press the **search button** to search for your records based on the information you provided.

**NOTE:** Your **Registration Code** is provided by DCJS and will be emailed to your facility on September 6, 2011. If you do not receive this notice by email, please contact DCJS to obtain your registration code. Click [here](#) to view contact information for the agency.

License Number:

Registration Code:

Two black arrows point to the input fields: one from the top right pointing to the "License Number" field, and another from the right pointing to the "Registration Code" field.

Done Internet 100%

Since you are already in the system, it will pull up your business or school name and address. Verify them.

https://www.dcss.virginia.gov/rocs/Registration.aspx

File Edit View Favorites Tools Help

Google Search

Registration

# DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

*Improving and promoting public safety in the Commonwealth*

**Menu**  
Login Page

## Registration

Please make needed name and address changes below.

### Name

Business / Facility Name:  Owner / Manager Name:

### Address

Country:  Phone\*:

Line 1\*:  Fax:

Line 2:  Email:

City\*:

State:  ZipCode\*:

Internet 100%

**Next, create a user ID and password with a minimum of 6 characters. You must also create a password question and answer to be used in case you forget your password. Your User ID, Password, and Password Question/Answer are completely up to you!**

### User ID

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User ID\*   
ex. jsmith

Password\*   
Minimum 6 characters

Password Question:   
ex. Favorite color?

Confirm Password\*

Password Answer:   
ex. Blue

After this information is filled out, click the “register” button at the bottom of the page.

### User ID

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User ID\*   
ex. jsmith

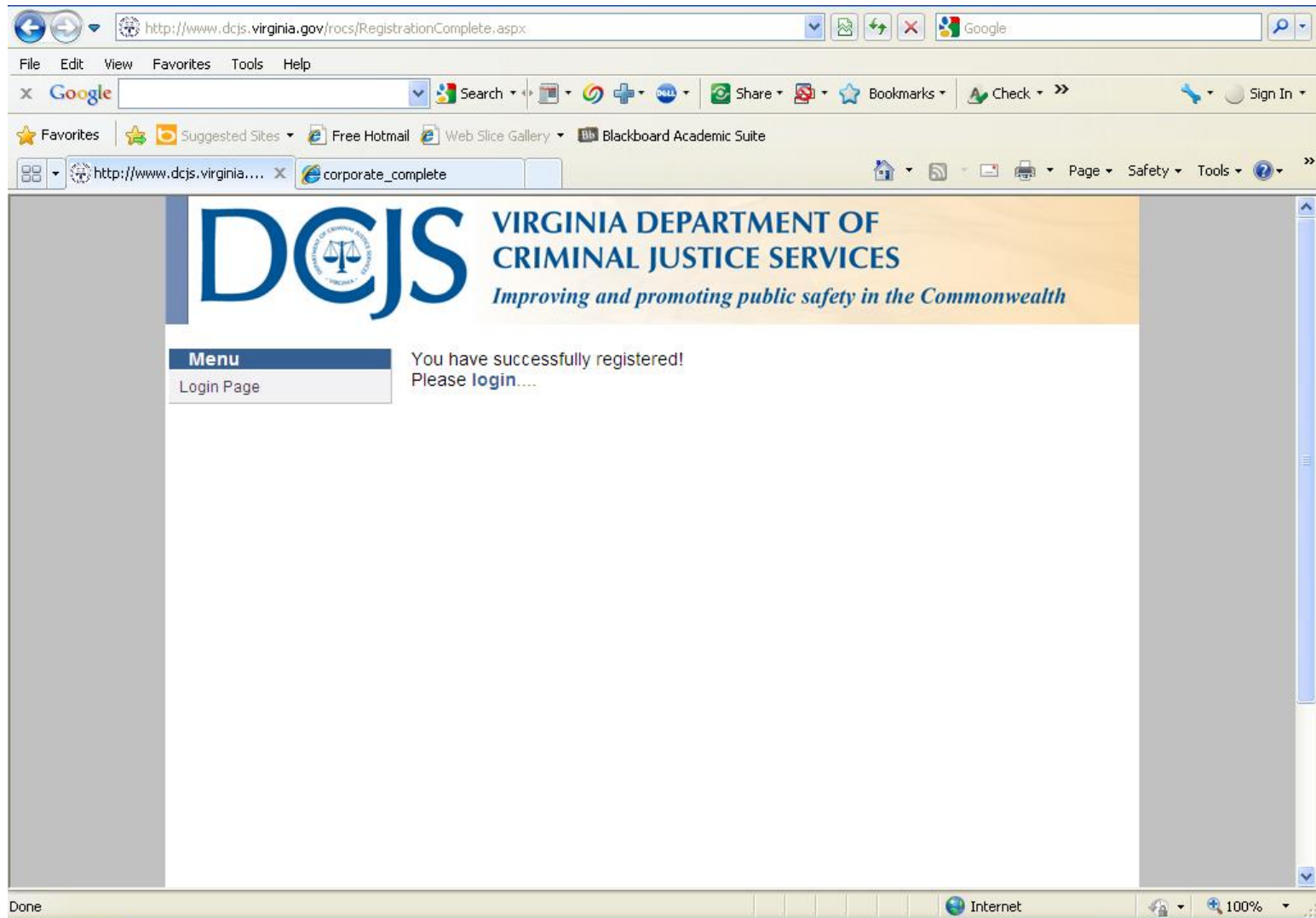
Password\*   
Minimum 6 characters

Password Question:   
ex. Favorite color?

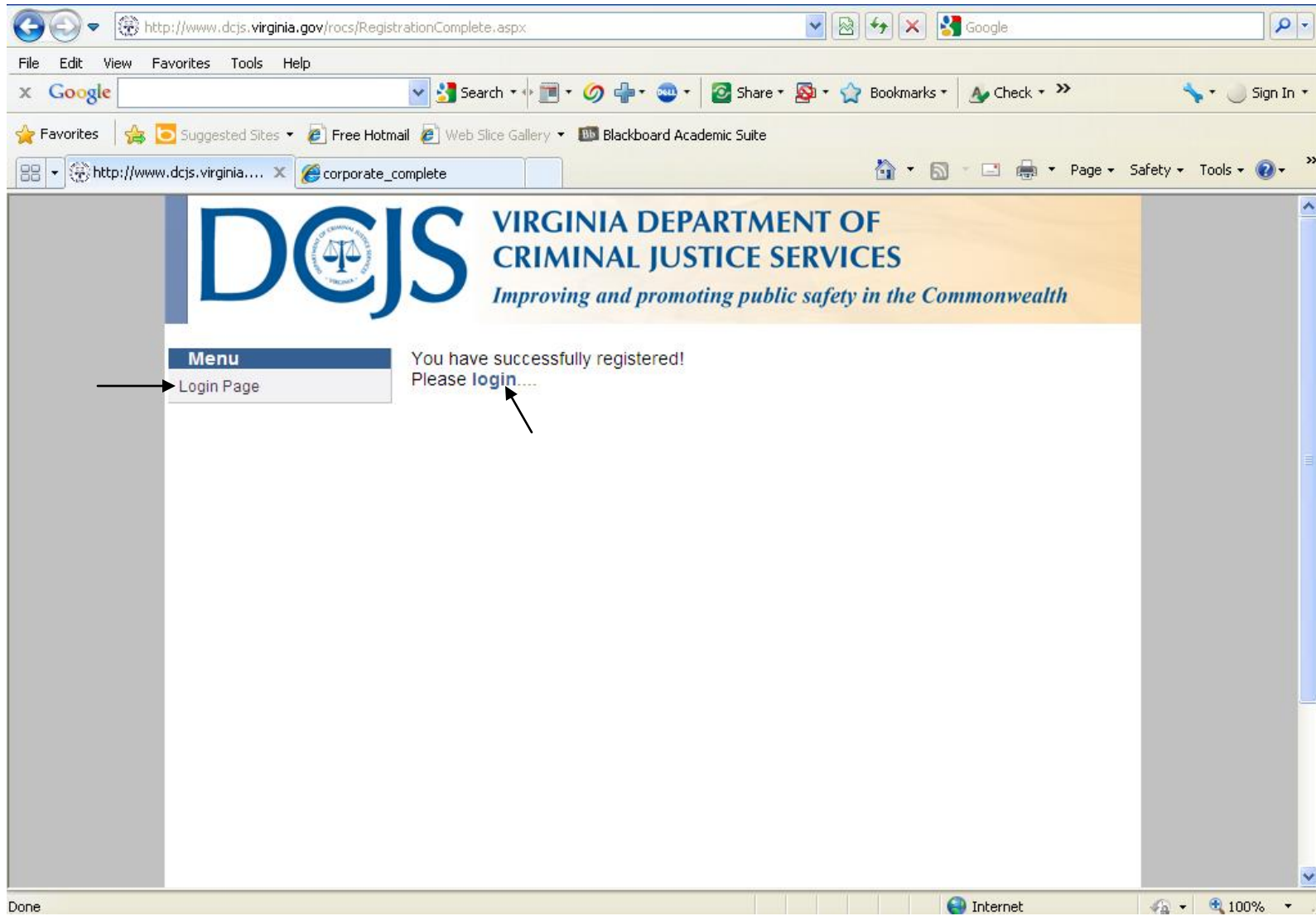
Confirm Password\*

Password Answer:   
ex. Blue

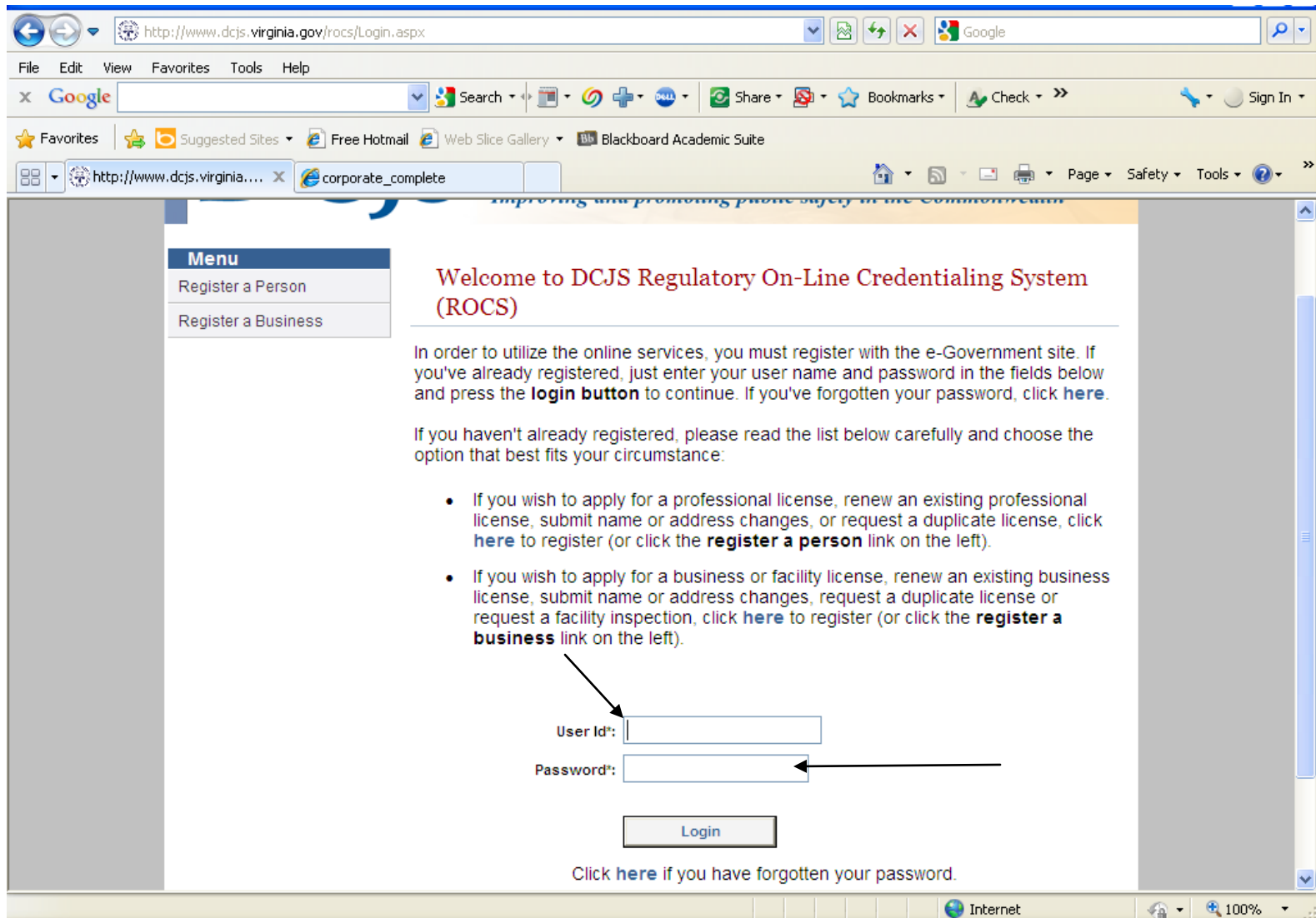
**It will take a few minutes to register you. When you are successful you will see this page:**



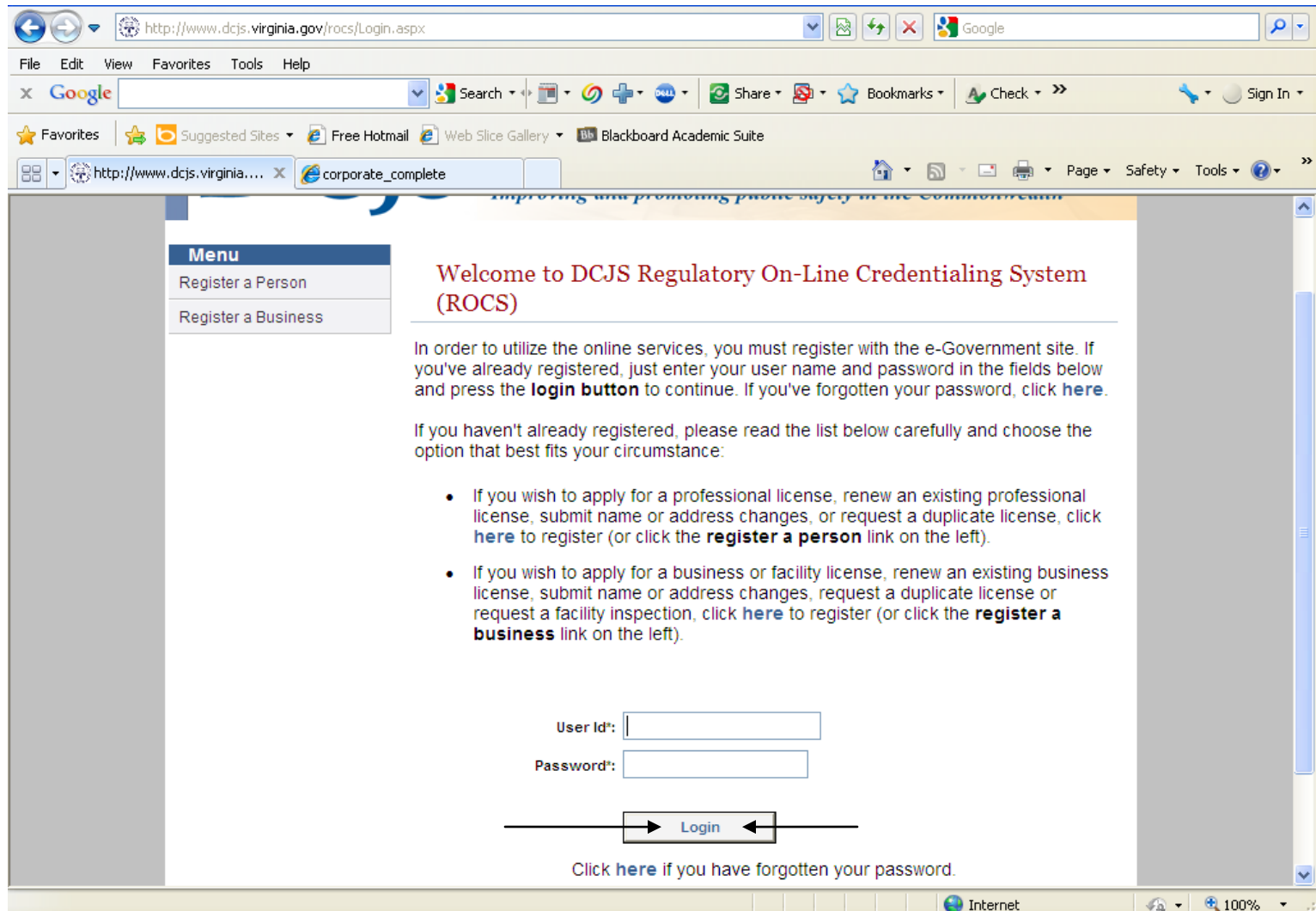
Click “login page” on the menu on the left side or click the blue word “login.”



When you get to the login screen, enter the User Id and password you created.



Then click the “login” button.



When you are successful you will see the licensing homepage with your business or school name and address.