

Virginia Beach Police Department
Civilian Volunteer & Intern Application

Stephanie Bissell, Volunteer Resource Manager

Municipal Center, Building #11

2509 Princess Anne Road

Virginia Beach, Virginia 23456

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Requirements

Applicants will require a criminal history background check, fingerprinting, and a photo ID supplied by the Virginia Beach Police Department. A driving record check is only reviewed when the volunteer position requires driving a city vehicle.

Disqualifier

Convictions of crimes against persons or animals and moral turpitude are automatic disqualifiers.

Application Instructions

This information is for official use by the Virginia Beach Police Department. A police record check will be conducted on all prospective volunteers or interns with the Virginia Beach Police Department.

Required forms to complete the application process:

Both pages one and two of the Civilian Volunteer & Intern Application (PD-15), and the attached Criminal Record Information Request (PD-150V) must be completed. Page three (PD-150V) **MUST BE NOTARIZED.**

THE FOLLOWING MUST BE COMPLETE, ACCURATE, AND PRINTED LEGIBLY

POSITION APPLIED FOR (check only one):

- Intern (what school do you attend?) _____
- Volunteer (where do you wish to volunteer?) _____

1. Legal Name: _____
Last First Middle

Any other Names Used? If Yes, Please List: _____
Gender: Male Female Date of Birth: _____

2. Email Address: _____

3. Address: _____
Street City State Zip

4. Telephone(s): _____
(Include Area Code) Home Work Cellular

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5. List all convictions for any criminal offense either as an adult or juvenile. List the county, city or town, state, charge, charge date, and final disposition of each case:

Criminal Charge	Date Charged	County or City & State	Final Disposition

6. In case of an emergency, provide notification information:

Contact Person	Relationship	Address	Phone Number(s)

- I hereby certify that all statements and answers made are true and complete to the best of my knowledge. I am aware of the confidentiality of this position. I am also aware that information divulged on confidential information with the Department of Police could subject me to criminal prosecution.
- I hereby authorize the Virginia Beach Police Department, Municipal Center, Virginia Beach, Virginia, to obtain and review any and all information contained on this application form. I further release any holder of such information of any and all claims or damages resulting from the same information given.
- I hereby give consent and authorize the Virginia Beach Police Department to search their files and Virginia Central Criminal Records Exchange for any criminal history record.
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SIGNATURE: _____ DATE: _____

PLEASE NOTE:

- After completing this application (PD-15) and the Criminal Record Information Request (PD-150V), please return both to the address at the top of page 1 by mail, fax or in person.
- Remember that form PD-150V Must Be Notarized.
- Please note that the processing of form (PD-150V) may take 2-7 days.
- Once both of the aforementioned forms are received and processed, you will be notified by phone or email on how to obtain your volunteer ID card.
- Any questions, please call the contact number at the top of page 1.