

**NEW PRIVATE INVESTIGATOR AGENCY  
APPLICATION ACCEPTANCE CHECKLIST**

*Please use this list to ensure you have enclosed the proper documentation.*

<u>AGENCY NAME</u>			
No.	Documents to Be Enclosed	Applicant Check Off	<b>FOR DPS USE ONLY</b>
1.	<b>APPLICATION</b> - every section must be completed on the application. The application must be <b>signed and notarized</b> .		Initials: Date:
2.	<b>EXPERIENCE</b> – letters, documentation of a minimum of <b>THREE</b> years of full time hands-on investigative experience.		Initials: Date:
3.	<b>AGENCY STRUCTURE PAPERS</b> (if applicable)		Initials: Date:
4.	<b>APPLICATION FEE OF \$250.00</b>		Initials: Date:
5.	<b>CLASSIFIABLE FINGERPRINTS &amp; FEE OF \$22.00</b> (for each person)		Initials: Date:
6.	<b>NOTARIZED COPY OF DRIVERS LICENSE</b> (copy must be legible)		Initials: Date:
7.	<b>ONE COLOR FACIAL PHOTOGRAPH</b> (approximately passport size)		Initials: Date:
<p><b>Note to applicant: <u>If items # 1, #4, #5, and #6 are missing or incomplete, your application packet will be returned without processing.</u> After your agency application packet is approved, a letter will be sent to your agency requesting the license fee and other required documents.</b></p>			