

NEW PRIVATE INVESTIGATOR AGENCY APPLICATION ACCEPTANCE CHECKLIST

Agency name

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

No.	Documents to Be Enclosed	Applicant Check Off	FOR DPS USE ONLY
1.	APPLICATION - every section must be completed on the application. The application must be signed and notarized.		Initials: Date:
2.	EXPERIENCE – letters, documentation of a minimum of THREE years of full time investigative experience or 6000 hours of hands-on investigative experience.		Initials: Date:
3.	AGENCY STRUCTURE PAPERS (if applicable)		Initials: Date:
4.	APPLICATION FEE OF \$250.00		Initials: Date:
5.	CLASSIFIABLE FINGERPRINTS & FEE OF \$24.00 (for each person)		Initials: Date:
6.	COPY OF DRIVERS LICENSE (copy must be legible and notarized)		Initials: Date:
7.	ONE COLOR PHOTOGRAPH (approximately passport size)		Initials: Date:

Note to applicant: If items # 1, #4, #5, and #6 are missing or incomplete, your application packet will be returned without processing. After your agency application packet is approved, a letter will be sent to your agency requesting the license fee and other required documents.