

RENEWAL OF PRIVATE INVESTIGATOR AGENCY APPLICATION ACCEPTANCE CHECKLIST

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

<hr/> <i>Private Investigator Agency's Name</i> <hr/>			
No.	Documents to Be Enclosed	Applicant Check Off	FOR DPS USE ONLY
1.	APPLICATION - complete sections A, B, D, and E on the application. The application must be signed.	<input type="checkbox"/>	<i>Initials:</i> <i>Date:</i>
2.	AGENCY STRUCTURE PAPERS – include only if there has been any changes to the agency structure or corporate officers. <i>(if applicable)</i>	<input type="checkbox"/>	<i>Initials:</i> <i>Date:</i>
3.	COMPLETED QUALIFYING PARTY RESPONSIBILITIES LIST <i>(initialed, signed, and notarized)</i>	<input type="checkbox"/>	<i>Initials:</i> <i>Date:</i>
4.	RENEWAL FEE OF \$250.00	<input type="checkbox"/>	<i>Initials:</i> <i>Date:</i>
5.	CLASSIFIABLE FINGERPRINTS & FEE OF \$22.00 <i>(for each person)</i>	<input type="checkbox"/>	<i>Initials:</i> <i>Date:</i>
6.	ONE PASSPORT-SIZED COLOR FACIAL PHOTOGRAPH <i>(must be submitted with renewal)</i>	<input type="checkbox"/>	<i>Initials:</i> <i>Date:</i>
7.	COPY OF TWO YEAR CONTINUATION CERTIFICATE OF THE SURETY BOND	<input type="checkbox"/>	<i>Initials:</i> <i>Date:</i>
Note to applicant: <u><i>If items # 1, #4, and #5 are missing or incomplete, your application packet will be returned without processing.</i></u>			