

# ARIZONA DEPARTMENT OF PUBLIC SAFETY

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## **IMPORTANT INSTRUCTIONS – PLEASE READ AND FOLLOW** **PRIVATE INVESTIGATION AGENCY\*\***

Applications are accepted by mail or drop off only. Applications must be accompanied by a legible, notarized copy of your driver's license, one fingerprint card with classifiable fingerprints, applicable fees and one color passport sized photograph or a color facial photograph that is 2"x2" or smaller.

Please allow at least 15 business days after submission of your application before calling the Licensing Unit, repeated phone calls will only slow down your application process.

### **QUALIFICATIONS**

The qualifying party must meet the criteria listed in Arizona Revised Statute §32-2422 (A).

All partners, LLC member/managers, and corporate officer/directors must meet the criteria listed in Arizona Revised Statute §32-2441(A).

### **WORK EXPERIENCE**

The qualifying party must provide written documentation verifying three years of full-time investigation experience. Written documentation can be provided in two forms:

- a. Letter(s) from previous employer(s) verifying at least three years full-time investigative work experience.
- b. Documentation verifying at least 6,000 hours of investigative work experience.

You may also submit documentation from an agency from which you retired or were previously employed. This documentation may be in the form of retirement papers, performance evaluations, or military records such as DD 214, NCOERs, OERs, etc. (a DD 214 alone is insufficient evidence - we also need the copy that shows the type of discharge received). The document must explicitly state that you have the required investigative experience from **verifiable** sources. Failure to provide sufficient documentation of your experience from appropriate sources will result in the rejection of your application.

### **APPLICATION**

Please submit a private investigation agency application for the qualifying party and a private investigator registration application for every partner, LLC member/manager, and corporate officer/director. Each applicant must specify the purpose of the application by marking the appropriate box in the Private Investigation Agency or Private Investigator column. All applications must be filled out completely and the agency (qualifying party) application must be signed before a notary public. If the qualifying party's (agency) application is not signed before a notary public, fingerprint card is not submitted or fees are incorrect the application will be returned without further action. Applications that are otherwise incomplete will be accepted and the qualifying party will be advised of the items that need to be completed before the license can be issued.

## **AGENCY APPLICATION: SECTION A APPLICANT INFORMATION**

Please ensure you include any space, unit or apartment number in your home address. Other names you have used including aliases, name before adoption, maiden name or previous married name.

## **AGENCY APPLICATION: SECTION B REQUIRED**

Complete side two of application, then return to this section and answer the questions. This section must be signed, dated and notarized.

## **AGENCY APPLICATION: SECTION C EMPLOYMENT HISTORY**

List your past five years of employment and any other employment that relates to your qualifications for a license. Please list any Private Investigation agency licenses you have held or currently hold in other states and include a copy of each license.

## **AGENCY APPLICATION: SECTION D AGENCY INFORMATION**

A name must be selected for the agency. You should check on the availability of your preferred agency name before registering it with the Arizona Corporation Commission or Arizona Secretary of State by calling the Licensing Unit at (602) 223-2361. The principal business address must be the physical address from which the agency will do business and does not have to be an Arizona address. A separate mailing address may be used. Only branch offices in Arizona need to be listed with addresses and phone numbers.

## **AGENCY APPLICATION: SECTION E AGENCY STRUCTURE**

Indicate the agency structure by marking the appropriate box.

**Sole Proprietor** - *The qualifying party alone will operate the business as the sole owner. By definition, a sole proprietorship cannot have any associates.* Sole proprietors may register the trade name under which they are doing business with the Arizona Secretary of State. The bond must be written to the qualifying party and the private investigation agency. If a trade name is used the bond must also show the trade name (e.g. John Smith dba John Smith Investigations).

**General/Limited Partnership** - *A partnership is an association of two or more persons to carry on as co-owners of a business for profit. List all partners in this section.* Partnerships must submit a copy of the partnership agreement with all partners' signatures notarized on the agreement. The bond must be written to the qualifying party and the private investigation agency. If a trade name is used the bond must also show the trade name (e.g. John Smith dba John Smith Investigations).

*General partnerships may register their trade name with the Arizona Secretary of State.*

*Limited partnerships must register with the Arizona Secretary of State under certain circumstances and should consult applicable statutes and rules to determine specific requirements.*

**Limited Liability Company (LLC)** - *A company with at least one owner organized under applicable statutes to conduct business. List all member/managers in this section.* Submit a copy of the Articles of Organization bearing the received/approved stamp of the Arizona Corporation Commission. Any subsequent changes that affect the list of member/managers of the company must also be submitted to the Arizona Department of Public Safety Licensing Unit. A company that intends to do business under a trade name must include that trade name in the Articles of Organization or register the trade name separately with the Arizona Secretary of State and provide a copy of the trade name registration to the Licensing Unit. The bond must be written to the qualifying party and the private investigation agency. If a trade name is used the bond must also show the trade name (e.g. John Smith and John Smith Investigations, LLC dba Smitty's Investigations).

**Corporation** - *List all officers, members and directors of the corporation in this section.* Submit a copy of the Articles of Incorporation bearing the received/approved stamp of the Arizona Corporation Commission. Any subsequent changes to the Articles of Incorporation that affect the list of officers or directors must also be submitted to the Arizona Department of Public Safety Licensing Unit. A corporation that intends to do business under a trade name must register that trade name with the Arizona Secretary of State and provide a copy of the trade name registration to the Licensing Unit. The bond must be written to the qualifying party and the private investigation agency. If a trade name is used the bond must also show the trade name (e.g. John Smith and John Smith Investigations, Inc. dba Smitty's Investigations).

**Foreign LLC/Corporation-** *A company organized or incorporated outside Arizona must apply to the Arizona Corporation Commission for authority to transact business in Arizona.* A copy of the approved application and the Articles of Organization/Incorporation must accompany the application for an agency license. A foreign corporation that intends to do business under a trade name must register that trade name with the Arizona Secretary of State and provide a copy of the trade name registration to the Arizona Department of Public Safety.

#### **AGENCY APPLICATION: SECTION G GENERAL**

Describe the **specific** nature of the investigative services the agency intends to perform.

#### **REGISTRATION APPLICATION FOR ASSOCIATE(S)**

Associates are defined as partners and corporate officers. If the agency has associates, the qualifying party must mark the associate application block in the private investigator column of the private investigator registration application and then complete and sign the employer/licensee section of each associate's application. The associate must complete the employee/applicant section of the application and sign it.

#### **FINGERPRINTS\*\*\***

Fingerprints may be taken at law enforcement agencies, commercial enterprises or private parties that administer fingerprints. The person administering the fingerprints does not have to be certified, but does have to sign the appropriate box on the fingerprint card. **Classifiable** fingerprint cards of all applicants must be submitted with the application. Criteria for classifiable fingerprints are listed on the back of the card. Fingerprints, which are not classifiable, will be returned with the application and fees. Do not use highlighter, fold or bend the fingerprint card. If you must fold the card, ensure the fold is along a blue line.

#### **AUTHORIZED SIGNERS**

The qualifying party can designate employees who are authorized to sign employee registration certificate applications. This designation must be submitted to the Licensing Unit in writing and must include a sample signature of each designee. Only the qualifying party may designate authorized signers.

#### **BOND**

**Do not obtain a bond until you have been notified by the Licensing Unit that you are approved to become an agency.** The \$2500 bond shall be executed by a corporation licensed to transact fidelity and surety business in Arizona and signed by the qualifying party as the principal. The bond shall be continuous in form and run concurrently with the two-year period of your license. The bond shall be in favor of the state for the benefit of any person injured by any acts of you, your agency, or your employees and is subject to claims by any person who is injured by these acts.

## WORKERS COMPENSATION INSURANCE

**Do not obtain a workman's compensation policy until you have been notified by the Licensing Unit that you are approved to become an agency.** Workers compensation insurance coverage must be in force whenever the agency has employees. An employee waiver of coverage does not relieve the employer of the requirement to obtain the insurance. The certificate of insurance must indicate that the Arizona Department of Public Safety, Licensing Unit, P.O. Box 6328, Phoenix, AZ 85005-6328 is a Certificate Holder. A current certificate must be filed with the Licensing Unit upon each renewal of the coverage. *Out of state insurance companies must certify that the coverage they provide extends to Arizona.*

## RESTRUCTURE

If you change your agency name or structure (e.g. sole proprietorship to partnership, or partnership to LLC, or corporation, etc.), the qualifying party must notify the Licensing Unit and submit a restructuring application, appropriate documentation and fees. Restructuring fees will be waived if the restructuring occurs at the same time the agency license is renewed. A change of qualifying party cannot be accomplished by restructuring since the agency license is not transferable or assignable.

## RENEWAL

The qualifying party is solely responsible for renewing the agency license before it expires. Agencies that intend to cease operations and not renew the license need to notify the Licensing Unit in writing.

## FEES\*

The Licensing Unit only accepts Money orders, Cashier's checks, Agency's business checks, and Cash.

<u>EVENT</u>	<u>FEE</u>
Agency Application (includes qualifying party)	\$250
Associate Application (qualifying party not considered an associate)	\$50
Issuance of Agency License	\$400
Agency Restructure	\$100
Agency Reinstatement	\$250
Agency Renewal	\$250
Agency Late fee	\$100
Fingerprints (per applicant)***	\$22

\*ALL FEES ARE NON-REFUNDABLE

\*\*PLEASE REFER TO ARIZONA REVISED STATUTES AT: <http://www.azleg.gov/ArizonaRevisedStatutes.asp>. Then see Title 32, Chapter 24

\*\*\* The applicant's fingerprints will be used to check the criminal history records of the FBI. The procedures for obtaining a change, correction, or updating of your criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34

Please use the Mailing Address for all correspondence.  
If you have any questions, please call 602-223-2361 or visit  
<http://licensing.azdps.gov>

Licensing Unit Office  
Arizona Department of Public Safety  
2222 W. Encanto Blvd.  
Phoenix, AZ 85009  
Main (602) 223-2361

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Arizona Department of Public Safety  
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