

# ARIZONA DEPARTMENT OF PUBLIC SAFETY

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## PRIVATE INVESTIGATION AGENCY RENEWAL INSTRUCTION LETTER\*\*

These instructions must be followed to prevent your agency renewal from being delayed.

If your renewal packet is incomplete in any way, it will be returned to you for completion.

If your agency license is not renewed before the expiration date, you and all partners, members, officers and employees must cease performing investigative activities subject to regulation by Arizona Revised Statute, Title 32, Chapter 24, and may not perform those investigative activities during any period between the date the license expired and the date it is finally renewed.

**Renewals will be accepted by mail or hand delivery to the Phoenix licensing office only. When the renewal application is processed, the new license will be returned by mail.**

### A. Agency Renewal

Renewal applications may be submitted up to 60 days before the expiration date of the license. Renewal shall not be granted more than 90 days after the expiration date.

#### **Your renewal packet must contain:**

1. Agency renewal application (licensee).
2. Renewal applications for each associate and/or partner.
3. Fingerprint card with classifiable fingerprints for each applicant.
4. Two current passport photographs of each applicant's face.
5. A two-year continuation certificate of the surety bond that runs concurrent with the period of the renewal. The principal on the bond must be "Qualifying Party's Name dba Trade Name of Company" or, if incorporated, "Qualifying Party's Name and Corporation Name, Inc." or, if incorporated but doing business using a trade name, "Qualifying Party's Name and Corporation Name, Inc. dba Trade Name."
6. A copy of the current certificate of workers' compensation insurance, when applicable. Insured information on the certificate of insurance must include the agency name on the agency license. **If the insurer is located outside Arizona, the certificate must include a statement that the coverage extends to Arizona.**
7. A termination letter for any employee(s) who will not be renewing their license
8. **All applicable fees.**

Fees: \$250 Agency license renewal fee (includes qualifying party).  
\$ 50 Associate license renewal fee (other than qualifying party)  
\$ 24 Fingerprint card (each)  
\$100 Delinquency fee if agency application is not mailed complete and correct by expiration date.  
\$250 Reinstatement fee, if license has been suspended.

B. **Employee Renewal**

Incorrect or incomplete employee renewal applications will be rejected.

Private investigator employees who renew their license with the agency must pay the renewal fee plus the fingerprint fee. Employees who do not renew their licenses prior to their license expiration must pay the delinquency fee.

If employee license renewal applications are submitted with the agency renewal packet, payment of fees for the agency renewal should be separated from fees for employee renewals.

**Employee renewals consist of:**

1. Completed renewal application, endorsed by the licensee (top portion).
2. Properly completed fingerprint card with classifiable fingerprints.
3. Facial photograph (forward facing including shoulders).
4. **All applicable fees.**

Fees: \$50 Employee registration certificate renewal application fee.  
\$24 Fingerprint processing fee.  
\$10 Delinquency fee.  
\$25 Reinstatement fee.

***\*If your application is post marked after the expiration date of your agency license, you must include the delinquency fee in your payment.***

\*\*PLEASE REFER TO ARIZONA REVISED STATUTES AT:

<http://www.azleg.gov/ArizonaRevisedStatutes.asp>

Then see Title 32, Chapter 24.

Please use the mailing address below. If you have any questions, please call (602) 223-2361 or visit: [www.azdps.gov](http://www.azdps.gov)

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