


**NEW PRIVATE INVESTIGATION AGENCY
APPLICATION ACCEPTANCE CHECKLIST**

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

AGENCY NAME			
#.	Documents to be enclosed		FOR DPS USE ONLY
1.	THE QUALIFYING PARTY, ASSOCIATE(S), OR EMPLOYEE(S) ARE NOT PEACE OFFICERS OR RESERVE PEACE OFFICERS.** Per ARS §32-2414, Peace officers and reserve peace officers are prohibited from applying.		
2.	AGENCY APPLICATION All sections must be completed on the application. The application must be signed, dated and notarized.		
3.	QUALIFYING PARTY'S EXPERIENCE DOCUMENTS Per A.R.S. §32-2422, Documents must show a minimum of three years of verifiable full time hands-on investigative experience.		
4.	NOTARIZED COPY OF QUALIFYING PARTY'S DRIVER LICENSE Photocopy must be legible and documents verifying citizenship		
5.	NEW AGENCY APPLICATION FEE OF \$250.00 Money order, Cashier's check, Agency's business check or Cash		
6.	AGENCY STRUCTURE PAPERS AND/OR TRADE NAME Corporation papers, Partnership agreements, Foreign corporation papers, Etc. Submit trade name documents if doing business under a different name.		
7.	ASSOCIATE AND/OR EMPLOYEE APPLICATION & FEE \$50.00 <i>(If applicable)</i> Money order, Cashier's check, Agency's business check or Cash		
8.	COPY OF ASSOCIATE'S AND/OR EMPLOYEE'S DRIVER'S LICENSE <i>(If applicable)</i> Copy must be legible.		
9.	CLASSIFIABLE FINGERPRINT CARD & FEE OF \$22.00 <i>(For each person)</i> Money order, Cashier's check, Agency's business check or Cash		
10.	ONE PASSPORT-SIZED COLOR FACIAL PHOTOGRAPH <i>(For each person)</i> Facial Photographs must be in focus		

Note to applicant: If items # 2, #4, #5 and #9 are missing or incomplete, your application packet will be returned without processing.

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

** Unless the peace officer is retired, or the peace officer is an accident reconstructionist or fire origin and cause investigator.