

**RENEWAL OF PRIVATE INVESTIGATION AGENCY
APPLICATION ACCEPTANCE CHECKLIST**

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

YOUR AGENCY'S NAME			
#.	Documents to be enclosed	✓	FOR DPS 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 Complete sections A, B, D, and E on the application. The application must be signed and dated.		
3.	AGENCY RENEWAL FEE OF \$250.00 Money order, Cashier's check, Agency's business check or Cash.		
4.	COMPLETED QUALIFYING PARTY RESPONSIBILITIES LIST Each box must be initialed, the form signed, dated and notarized.		
5.	AGENCY STRUCTURE PAPERS <i>(If applicable)</i> Include only if there have been any changes to the agency structure or corporate officers.		
6.	ASSOCIATE RENEWAL APPLICATION(S) & FEE(S) \$50.00 EACH <i>(If applicable)</i> Money order, Cashier's check, Agency's check or Cash		
7.	EMPLOYEE RENEWAL APPLICATION(S) & FEE(S) \$50.00 EACH <i>(If applicable)</i> Money order, Cashier's check, Agency's business check or Cash		
8.	TWO YEAR BOND CONTINUATION CERTIFICATE The Qualifying Party's name and the <i>Doing Business As name</i> (dba) must be on the certificate.		
9.	WORKERS COMPENSATION INSURANCE CERTIFICATE <i>(If your agency hires or has employees)</i> The Certificate Holder block must read, Arizona Department of Public Safety, Licensing Unit, P.O. Box 6328, MD 3140, Phoenix, AZ. 85005. If the address in the Producer block or the Insured block is not in Arizona, then add " <i>Coverage extends to operations in Arizona</i> " to the Descriptions of Operations block.		
10.	CLASSIFIABLE FINGERPRINT CARD & FEE OF \$22.00 <i>(For each person)</i> Money order, Cashier's check, Agency's business check or Cash		
11.	ONE PASSPORT-SIZED COLOR FACIAL PHOTOGRAPH <i>(For each person)</i> Facial photographs must be in focus.		
12.	PHOTOCOPY OF DRIVER'S LICENSE, PASSPORT, OR ANOTHER GOVERNMENT ISSUED PICTURE IDENTIFICATION CARD <i>(For each person)</i> Photocopy must be legible.		

Note to applicant: If items # 2, #3, #4 and #10 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.