



ARIZONA DEPARTMENT OF PUBLIC SAFETY

PRIVATE INVESTIGATOR AGENCY NEW APPLICATION CHECKLIST

Physical Address

Arizona Department of Public Safety
Public Services Center
2222 West Encanto Boulevard
Phoenix, Arizona 85009

Mailing Address

Arizona Department of Public Safety
SGPI Licensing Unit
P.O. Box 6328, MD 3140
Phoenix, AZ 85005-6328

Phone: (602) 223-2361

Email: AGENCIES@AZDPS.GOV

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

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.

Documents to be enclosed:



1. AGENCY APPLICATION
Complete all sections of the application. The application must be signed and dated.
2. AGENCY APPLICATION FEE \$250.00
Money order, Cashier's check, Agency's business check, or cash.
3. 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.
4. QUALIFYING PARTY EXPERIENCE DOCUMENTS
Per ARS §32-2422, Documents must show a minimum of three years of verifiable full-time, hands-on investigative experience.
5. PHOTOCOPY OF QUALIFYING PARTY DRIVER'S LICENSE
Photocopy must be legible, notarized, and documents verifying citizenship.
6. FOUR YEAR SURETY BOND CERTIFICATE
The Qualifying Party's name and the Doing Business As name (DBA) must be on the certificate.
7. ASSOCIATE APPLICATION AND FEE \$50.00
(if applicable) Money order, Cashier's check, Agency's business check, or Cash.
8. COPY OF ASSOCIATE'S DRIVER'S LICENSE
(if applicable) Money order, Cashier's check, Agency's business check, or Cash.
9. CLASSIFIABLE FINGERPRINT CARD AND FEE \$22.00
(For each person) Money order, Cashier's check, Agency's business check, or Cash.
10. ONE 2" X 2" PASSPORT STYLE COLOR FACIAL PHOTOGRAPH
(For each person) Facial photographs must be in focus.

NOTE: IF ITEMS #1, #2, #3, 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.