



ARIZONA DEPARTMENT OF PUBLIC SAFETY

PRIVATE INVESTIGATION AGENCY RENEWAL 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 sections A, C, D, and E on the application. The application must be signed and dated.
2. AGENCY RENEWAL FEE \$250.00
Money order, Cashier's check, Agency's business check, or cash.
3. QUALIFYING PARTY RESPONSIBILITIES LIST COMPLETED
Each box must be initialed, and the form must be signed, dated and notarized.
4. AGENCY STRUCTURE DOCUMENTATION
(if applicable) Include only if there have been any changes to the agency structure or corporate officers.
5. ASSOCIATE RENEWAL APPLICATION AND FEE \$50.00
(if applicable) Money order, Cashier's check, Agency business check or cash.
6. FOUR YEAR BOND CONTINUATION CERTIFICATE
The qualifying party's name and the *Doing Business As name (dba)* must be on the certificate
7. WORKERS COMPENSATION INSURANCE CERTIFICATE
(if your agency hires or has employees)
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 "Coverage extends to operations in Arizona" to the *Descriptions of Operations* block.
8. CLASSIFIABLE FINGERPRINT CARD AND FEE \$22.00
(For each person) Money order, Cashier's check, Agency's business check, or Cash.
9. ONE 2" X 2" PASSPORT STYLE COLOR FACIAL PHOTOGRAPH
(For each person) Facial photographs must be in focus.
10. PHOTOCOPY OF DRIVER'S LICENSE, PASSPORT, OR ACCEPTABLE GOVERNMENT ISSUED PICTURE IDENTIFICATION CARD
(For each person) Photocopy must be legible.

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.