



ARIZONA DEPARTMENT OF PUBLIC SAFETY

PRIVATE INVESTIGATION AGENCY LICENSE INSTRUCTIONS

Physical Address

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

Mailing Address

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

Phone: (602) 223-2361

Email: Agencies@azdps.gov

IMPORTANT INSTRUCTIONS – PLEASE READ AND FOLLOW

Applications are accepted by mail, portal, or drop-off. Applications must be accompanied by a legible, copy of your driver's license, one fingerprint card with classifiable fingerprints and fingerprint affidavit, applicable fees, and one-color passport-style photograph.

Please allow at least 15 business days after submission of your application before calling the Licensing Unit; this will only slow down your application process.

Qualifications

The qualifying party must meet the criteria listed in A.R.S. §§ 32-2421 and 32-2422.

Work Experience

The qualifying party must provide documentation that verifies three years of full-time investigative experience that consists of actual work performed as an investigator for a private concern, for the federal government, or for a state, county, or municipal government. Applicants for an agency license shall substantiate investigative work experience claimed as years of qualifying experience and provide the exact details as to the character and nature of the experience on a form prescribed by the department and certified by the employers. The documentation can be provided in these forms:

1. Letter(s) from previous or current employer(s) verifying at least three years full-time investigative experience.
2. Documentation from an individual or individuals, such as a former supervisor, who can specifically state their work relationship with you and personally verify your investigative experience. The letter must include the name of the author, address, contact telephone number, and signature.

The document must explicitly state that you have the required experience from **verifiable** sources. Failure to provide sufficient documentation of your experience from appropriate sources will result in the rejection of your application.

Application

Please submit form *DPS 802-03922, Private Investigation Agency Application* for the qualifying party. The application must be filled out completely and signed before a notary public. If the qualifying party's application is not signed before a notary public, a fingerprint card is not submitted, or the fees are incorrect, the application will be returned without further action. Applications that are otherwise incomplete will be accepted, and the qualifying party will be advised of the items that need to be completed before moving to the Ready To License stage of the process.

Section A: Qualifying Party Information

Please ensure you include any space, unit, or apartment number in your home address. Other names you have used include aliases, names before adoption, maiden names, or previously married names.

PRIVATE INVESTIGATION AGENCY LICENSE INSTRUCTIONS – CONTINUED

Section B: Employment History

List your past five years of employment and any other employment that relates to your qualifications for a license. Please list any private investigation agency licenses you have held or currently hold in other states and include a copy of each license.

Section C: Required

Complete this section and answer the questions. This section must be signed, dated, and notarized.

Section D: Agency Information

The name under which the agency will do business. The Department shall not issue a license to a corporation or limited liability corporation using a DBA unless registered with the Arizona Secretary of State's Office for approval of the trade name, and the agency submits a copy of the registration to the Department.

A name must be selected for the agency. You should check on the availability of your preferred agency name before registering it with the Arizona Corporation Commission or Arizona Secretary of State by calling the Licensing Unit at (602) 223-2361. An agency licensee shall do all business under the name and address that is on file with the Department and noted on the license. The address does not have to be in Arizona. Branch offices in Arizona must be listed with addresses and phone numbers.

Section E: Agency Structure

Indicate the agency structure by marking the appropriate box and provide;

If other than a sole proprietorship:

- a. Partnership agreement, articles of organization, or articles of incorporation must be submitted;
- b. If a foreign corporation, evidence of Arizona Corporation Commission approval to transact business in Arizona;
- c. Sole proprietorships and partnerships may, but are not required to, register trade names.

Sole Proprietorship – *The qualifying party alone will operate the business as the sole owner. By definition, a sole proprietorship cannot have any associates.*

Partnership – *A partnership is an association of two or more persons to carry on as co-owners of a business for profit. List all partners in this section.* Partnerships must submit a copy of the partnership agreement with all partners' signatures notarized on the agreement. *Partnerships may register their trade name with the Arizona Secretary of State.*

Limited Liability Company (LLC) – **Submit Articles of Organization.** Officers, members, managers, and directors identified by the rule must submit associate applications. If using a DBA/trade name, it must be registered with the Arizona Secretary of State and a copy submitted to DPS.

Corporation – **Submit Articles of Incorporation.** Officers, members, managers, and directors identified by the rule must submit associate applications. If using a DBA/trade name, it must be registered with the Arizona Secretary of State and a copy submitted to DPS.

PRIVATE INVESTIGATION AGENCY LICENSE INSTRUCTIONS – CONTINUED

Foreign LLC/Corporation – *A company organized or incorporated outside Arizona must apply to the Arizona Corporation Commission for authority to transact business in Arizona.* A copy of the approved application and the articles of Organization/Incorporation must accompany the application for an agency license. A foreign corporation, which intends to do business under a trade name, must register that trade name with the Arizona Secretary of State and provide a copy of the trade name registration to the Arizona Department of Public Safety Licensing Unit.

Section F: General

Describe the **specific** nature of the private investigation services the agency intends to provide.

REGISTRATION APPLICATION FOR ASSOCIATE

Associates are defined as officers, members, managers, directors, partners, or corporate officers. If the agency has associates, the qualifying party must mark the associate application block in the private investigator column of the security guard/private investigator registration application and then complete and sign the employer/licensee section of each associate's application. The associate must complete the employee/applicant section of the application and sign it.

FINGERPRINTS***

Fingerprints may be taken at law enforcement agencies, commercial enterprises, or private parties that administer fingerprints. The person administering the fingerprints does not have to be certified but does have to sign the appropriate box on the fingerprint card. ***Classifiable*** fingerprint cards of all applicants must be submitted with the application and fingerprint affidavit. Criteria for classifiable fingerprints are listed on the back of the card. Fingerprints which are not classifiable will be returned with the application and fees. Do **not** use highlighter, fold, or bend the fingerprint card.

AUTHORIZED SIGNERS

If the qualifying party is not available to sign the employee registration certificate applications, then the qualifying party must designate employees who are authorized to sign the applications. This must be submitted to the Licensing Unit in writing and must include a sample signature of each signer. Only the qualifying party may designate authorized signers.

SURETY BOND / WORKERS COMPENSATION

Do not obtain any surety bond until you have been notified by the Licensing Unit that you are approved to become an agency. The surety bond in the amount of \$2,500 must be in force at the time the license is issued and must remain in force at all times. The bond shall be executed and acknowledged by the applicant as principal and by a corporation licensed to transact fidelity and surety business in this state as surety. The bond shall be continuous in form and shall run concurrently with the license period. The bond required by this section shall be in favor of the state for the benefit of any person injured by any acts of a private investigator or the private investigator's agency or employees and is subject to claims by any person who is injured by these acts. The bond must include the name of the principal and the DBA Name of the agency.

PRIVATE INVESTIGATION AGENCY LICENSE INSTRUCTIONS – CONTINUED

Workers' compensation coverage must be in force whenever the agency has employees. On the form, the Arizona Department of Public Safety, Licensing Unit, P.O. Box 6328, Phoenix, AZ 85005-6328 must be listed as the Certificate Holder, and current certificates must be filed with the Licensing Unit upon each renewal of the coverage. ***Out-of-state insurance companies must certify that the coverage they provide extends to Arizona.***

RESTRUCTURE

If you change your agency name or corporate structure (e.g., sole proprietorship to partnership, or partnership to LLC, or corporation, etc.), the qualifying party must notify the Licensing Unit and submit a restructuring application, appropriate documentation, and fees. Restructuring fees will be waived if the restructuring occurs at the same time as the agency license is renewed.

BRANCH OFFICES

No licensee may establish a branch office of a licensed agency unless the department has issued a branch office certificate. A branch office certificate authorizes the qualifying party of an agency licensee to conduct the business of private investigations in this state at a location other than the principal place of business shown on the agency license. An application for a branch office certificate shall be on such form as the director prescribes. The branch office certificate shall be issued in the name of the licensed agency only.

RENEWAL

The qualifying party is solely responsible for renewing the agency license before it expires. ***Agencies may renew their licenses 180 days before the license expires.*** Agencies which intend to cease operations and are not renewing the license should notify the Licensing Unit in writing.

FEES*

EVENT	FEE
Agency Application (includes qualifying party)	\$250
Associate Application (qualifying party not considered an associate)	\$50
Associate Registration Reinstatement	\$25
Issuance of Agency License	\$400
Agency Restructure	\$100
Agency Renewal Application	\$250
Agency Late Fee	\$100
Agency Reinstatement of License	\$250
Fingerprints (per card)***	\$22

* ALL FEES ARE NON-REFUNDABLE

PRIVATE INVESTIGATION AGENCY LICENSE INSTRUCTIONS – CONTINUED

*** 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.

Please use the Mailing Address for all correspondence:

Licensing Unit Office

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

Mailing Address

Arizona Department of Public Safety
PO BOX 6328 MD 3140
PHOENIX, AZ 85005-6328

If you have any questions, please call (602) 223-2361 or visit www.azdps.gov