



# ARIZONA DEPARTMENT OF PUBLIC SAFETY

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*“Courteous Vigilance”*

DOUGLAS A. DUCEY  
Governor

HESTON SILBERT  
Director

## **IMPORTANT INSTRUCTIONS – PLEASE READ AND FOLLOW** **PRIVATE INVESTIGATION AGENCY RENEWAL** **INSTRUCTION LETTER\*\***

These instructions must be followed to prevent your agency renewal from being delayed. If your renewal packet is incomplete in any way, it will be returned to you for completion.

*If your agency license is not renewed before the expiration date, you and all partners, members, officers and employees must cease performing investigative activities subject to regulation by Arizona Revised Statute, Title 32, Chapter 24, and may not perform those investigative activities during any period between the date the license expired and the date it is finally renewed.*

Renewal applications may be submitted up to 60 days before the expiration date of the license. A renewal shall not be granted more than 90 days after the expiration date.

### **Your renewal packet must contain:**

1. Agency renewal application (qualifying party).
2. Renewal applications for each associate.
3. Fingerprint card with classifiable fingerprints for each applicant\*\*\*\*.
4. One color passport sized photograph or a color facial photograph that is 2”x2” or smaller.
5. A two-year continuation certificate of the surety bond that runs concurrent with the period of the renewal. The principal on the bond must be “Qualifying Party’s Name dba Trade Name of Company”, if incorporated, “Qualifying Party’s Name and Corporation Name, Inc.” or, if incorporated but doing business using a trade name, “Qualifying Party’s Name and Corporation Name, Inc. dba Trade Name.”
6. A copy of the current certificate of workers’ compensation insurance, when applicable. Insured information on the certificate of insurance must include the agency name on the agency license. **If the insurer is located outside Arizona, the certificate must include a statement that the coverage extends to Arizona.**

7. A photocopy of the driver's license, passport, etc. for each applicant.
8. The qualifying party responsibilities list after you have read, initialed, and signed the list in front of a notary public.
9. A termination letter for any employee(s) who will not be renewing their registration.
- 10. All applicable fees.** (The Licensing Unit only accepts money orders, cashier's checks, agency's business checks, and cash.)

Fees\*:

\$250	Agency license renewal fee (includes qualifying party).
\$50	Associate registration renewal fee (other than qualifying party)
\$22	Fingerprint card (each applicant) ****
\$100	Agency late fee if agency application is not mailed complete and correct by expiration date. ***

**B. Employee Renewal**

Incorrect or incomplete employee renewal applications will be rejected.

Private investigator employees who renew their registration with the agency must pay the renewal fee plus the fingerprint fee. Employees who do not renew their registrations prior to their registration expiration must pay the late fee.

If employee registration renewal applications are submitted with the agency renewal packet, payment of fees for the agency renewal should be separated from fees for employee renewals.

**Employee renewals consist of:**

1. Completed renewal application, endorsed by the licensee (top portion).
2. Properly completed fingerprint card with classifiable fingerprints\*\*\*\*.
3. One color passport sized photograph or a color facial photograph that is 2"x2" or smaller.
4. Photocopy of driver's license, passport, etc.
5. All applicable fees. (The Licensing Unit only accepts money orders, cashier's checks, agency's business checks, and cash)

Fees\*:

\$50	Employee registration certificate renewal application fee
\$22	Fingerprint processing fee****
\$10	Late fee***

\*ALL FEES ARE NON-REFUNDABLE

\*\*PLEASE REFER TO ARIZONA REVISED STATUTES AT:

<http://www.azleg.gov/ArizonaRevisedStatutes.asp> Then see Title 32, Chapter 24.

\*\*\*If your application is post marked after the expiration date of your agency license, you must include the late fee in your payment.

\*\*\*\* 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. If you have any questions, please call 602-223-2361 or visit [www.azdps.gov](http://www.azdps.gov).

Licensing Unit Office

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Mailing Address

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