



# Private Investigator Certified Trainer Exam or Reexam Application

Send this completed form with a check or money order, payable to the Washington State Treasurer, to:

**Private Investigators Program  
Department of Licensing  
PO Box 9048  
Olympia, WA 98507-9048**

Telephone: (360) 664-6611

For validation only

You must:

- pay the **\$25 fee**
- be licensed as a private investigator before applying to take the certified trainer exam
- provide documentation of three years of investigative experience and complete the employment history

## Applicant information

|   |                              |                        |        |
|---|------------------------------|------------------------|--------|
| TYPE OR PRINT Applicant name <i>(Last, First, Middle initial)</i> |                              |                        |        |
| Agency name   | (Area code) Telephone number | (Area code) Fax number |        |
| Business address <i>(as shown on license)</i>                     |                              |                        |        |
| City  | State                        | ZIP code               | County |
| Home address <i>(Number, street, apartment number)</i>            |                              |                        |        |
| City  | State                        | ZIP code               | County |

## Exam scheduling

Exams are given at driver licensing offices across the state. Select the location where you would like to take your exam, putting a "1" for your first choice and a "2" for your second choice. A licensing representative will contact you for scheduling.

|   |  |
|---|--|
| <input type="checkbox"/> Bellingham, 3800 Byron Ave, Ste 136      | <input type="checkbox"/> Puyallup, 405 W Stewart St, Ste A   |
| <input type="checkbox"/> Everett, 5313 Evergreen Way              | <input type="checkbox"/> Seattle (West), 8830 25th Ave SW    |
| <input type="checkbox"/> Kirkland, 10639 NE 68th                  | <input type="checkbox"/> Spokane (East), 12801 E Sprague Ave |
| <input type="checkbox"/> Olympia, 405 Black Lake Blvd             | <input type="checkbox"/> Union Gap, 2725 Rudkin Rd           |
| <input type="checkbox"/> Poulsbo, 19045 State Hwy 305 NE, Ste 140 | <input type="checkbox"/> Vancouver, 1301 NE 136th Ave        |

## Applicant certification

Providing false information in this application may be cause for the denial, suspension, or revocation of your certified trainer of a private investigation agency license in the state of Washington. The Department may conduct a complete background investigation (RCW 18.165).

*I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
Date and place

**X** \_\_\_\_\_  
Applicant signature

**Once filed, this application is a public record and is subject to public disclosure. RCW 42.56**

# **Private Investigator Principal and Certified Trainer Examination Study Guide Outline**

## **Washington State law as it applies to private investigator licensing and regulations: (45% of test)**

- 18.165 RCW
- 308-17 WAC
- 308-17-300 WAC - A list of all topics contained in the private investigator pre-assignment training course
- Chapter 9.73 RCW - Privacy, Violating Right of Privacy (example: Surveillance and Wiretapping)
- Chapter 42.17 RCW - Public Disclosure
- Title 9A RCW - Washington State Criminal Code
- Other resources:
  - Title 2 RCW - Courts of Record
  - Title 3 RCW - District Courts - Courts of limited jurisdictions
  - Title 26 RCW - Domestic Relations (examples: marriage, dissolution, adoption)
  - Title 36 RCW - Counties
  - Title 46 RCW - Motor Vehicle (examples: accidents, forms)

## **Federal laws: (30% of test)**

- Federal Privacy Act (5 U.S.C. 522A)
- Freedom of Information Act (5 U.S.C. 552)
- Fair Credit Reporting Act (15 U.S.C. 1681)
- Federal Wiretapping Act (18 U.S.C.)
- Gramm-Leach-Bliley (15 U.S.C. 6801-6809)
- United States Code

## **Court systems: (7.5% of test)**

### Federal courts

- Title 28 of the U.S. Code - Judiciary and Judicial Procedures
- Public Law 101-650 - Title 37 Patents, Trademarks, and Copyrights

### State courts

- Chapter 35.20 RCW - Municipal Courts
- Title 2 RCW - Courts of Record
- Title 3 RCW - District Courts/ Courts of Limited Jurisdictions
- Title 4 RCW - Civil Procedures
- Title 5 RCW - Evidence
- Title 6 RCW - Enforcement of Judgments

## **Legal procedures and definitions: (10% of test)**

### Terminology and definitions

- Title 9A RCW - Washington State Criminal Code
- Title 2 RCW - Courts of Record
- Title 3 RCW - District Courts/ Courts of Limited Jurisdictions
- Title 4 RCW - Civil Procedures
- Title 5 RCW - Evidence
- Title 6 RCW - Enforcement of Judgments
- Title 26 RCW - Domestic Relations (examples: marriage, dissolution, adoption)
- Black's Law Dictionary - Available at your local library or bookstore

## **Other resources of public information: (7.5% of test)**

- Code Reviser's Office
- County Recorder's Office
- World Wide Locator
- Secretary of State
- Computer Databases
- Federal and state laws and acts can be found on the internet

**To view the laws, visit the private investigator's website at [www.dol.wa.gov](http://www.dol.wa.gov) and go to the Private Investigator Principal and/or Certified Trainer State Exam Study Guide.**