



Master License Service
Department of Licensing
 PO Box 9034
 Olympia, WA 98507-9034

UBI number
Owner name

Master Business Application Supplemental for **Private Investigator Agency/ Principal License**

This supplemental form may only be submitted as an attachment to the Master Business Application.

You may use this form to apply for both the **agency** and **principal** licenses.
 Applicants must be at least 18 years old for unarmed licensing and at least 21 years for armed licensing.
 Each partner must submit a supplemental form (*see page 3*).
 Submit one fingerprint card for each applicant.
 Corporations and limited liability companies (*see page 3 for other filing requirements*).

This is an application for: (*check one, and enter into Master Application licenses/fees section*)

- Agency with armed principal – **\$700**
- Agency with unarmed principal – **\$600**
- Partner, armed – **\$300**
- Partner, unarmed – **\$200**

Business information

Business/firm name or trade name		(Area code) Business telephone number	
Washington State business address			
City		State	ZIP code
Business mailing address (<i>if different</i>)			
City		State	ZIP code

Agency principal or partner information

Principal or partner name (<i>Last, First, Middle initial</i>)		Maiden name or aliases	
Date of birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security number	Citizenship status <input type="checkbox"/> U.S. citizen <input type="checkbox"/> Resident alien
Requirement under which you will be applying for license: (<i>check one</i>)			
<input type="checkbox"/> Three years of experience in private investigation or a related field (<i>complete "Experience" next page</i>)			
<input type="checkbox"/> Examination (<i>complete "Examination scheduling" next page</i>)			

Applicant personal data

- If you have ever been convicted of a crime, including juvenile convictions, you must provide complete information about your conviction(s) and include copies of your court records. A determination of your eligibility cannot be made until all documentation is received and a complete criminal history record check has been completed.
 - Do not include traffic violations for driving under the influence, driving while suspended, or reckless driving.
 - If you are not sure of your record, please do the research before you apply. Application fees are non-refundable.

What were you convicted of?	Date	Name of court	City and state	Misdemeanor, gross misdemeanor, or felony?
1.				
2.				
3.				

To show additional convictions, attach pages.

Applicant personal data (continued)

2. Is there a criminal complaint, accusation, or information presently pending against you or are you currently under indictment in this state, any other state, by the federal government, or any other jurisdiction? Yes No

3. Has any professional or occupational license, certification, or permit held by you been fined, suspended, revoked, refused or denied in this state, any other state, by the federal government or any other jurisdiction? Yes No

Experience (Complete this section only if you are applying on the basis of your experience)

Document your experience related to private investigation **beginning with your most recent or current position.**

Type of experience (<i>Manager, supervisor, administrator</i>)	From (<i>Month-day-year</i>)	To (<i>Month-day-year</i>)
Company name		
Company address (<i>Number and street, city, state, ZIP code</i>)		
Type of experience (<i>Manager, supervisor, administrator</i>)	From (<i>Month-day-year</i>)	To (<i>Month-day-year</i>)
Company name		
Company address (<i>Number and street, city, state, ZIP code</i>)		

To show additional experience, attach pages.

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.

Bel-Red (SC)	Kent	Port Townsend	Sunnyside
Bremerton	Lynnwood (SC)	Puyallup (SC)	Tacoma (Yakima Ave) (SC)
Clarkston	Olympia	Renton	Union Gap
Everett	Omak	Seattle (25th Ave)	Vancouver (136th Ave)
Federal Way	Parkland	Smokey Point	Walla Walla
Kennewick	Port Angeles	Spokane (Sprague Ave)	Wenatchee

(SC) - Supercenter

Insurance, bonding, and firearms certification

Prior to approving your license, we must receive a certificate of liability insurance or a surety bond (*see page 3*).

Armed private investigators attend an eight-hour firearms certification course certified by the Criminal Justice Training Commission (CJTC), telephone (206) 835-7300. When you complete the firearms training, they will issue a certificate. We cannot issue you an armed license until we receive your firearms certificate. RCW 18.170.040(c)

Applicant certification

Providing false information in this application may be cause for the denial, suspension, or revocation of your license for principal of a private investigation agency in the state of Washington. The Department may conduct a complete background investigation (RCW 18.170).

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

_____ **X** _____
 Date and place Applicant signature

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

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360) 664-6611 or TTY (360) 664-8885.

Private Investigator Company/ Qualifying Principal License Application

General partnerships, limited liability partnerships (LLPs), and limited partnerships (LPs): Each partner of a partnership applying for an agency license must also complete and submit their own Private Investigator Supplemental form, pay the appropriate armed or unarmed partner fee, and submit the appropriate number of fingerprint cards with this application.

Corporations and limited liability companies (LLCs) applying for an agency license must all attach:

- A list of names and addresses of all officers, directors, members, and managers
- A letter from the company's governing or managing body designating the applicant as the agency principal

Acceptable proof of experience is certification from the employer verifying status and time of employment.

Verification of license or registration from another state or jurisdiction is acceptable only if that state or jurisdiction has licensing or registration requirements that equal or exceed those in Washington State.

Insurance and bonding: Before we can approve your license, we must receive either proof of insurance or a surety bond.

- If bonding is selected, the Surety Bond form enclosed must be completed and the **original** returned to us.
- If insurance is selected, the company must have comprehensive general liability coverage of at least \$50,000; divided \$25,000 for bodily or personal injury and \$25,000 for property damage. The original insurance certificate must be mailed to us, but a preliminary copy may be faxed to (360) 570-7875 or (360) 570-7888. The certificate holder on the proof of insurance must read: Department of Licensing, Master License Service, PO Box 9034, Olympia WA 98507-9034

Frequently asked questions

Q. How do I contact the Private Investigator (PI) Regulatory Program for other licensing information or forms?

A. You may write us at: Private Investigator Program, Department of Licensing, PO Box 9649, Olympia WA 98507-9649 or call: (360) 664-6611 or TTY (360) 664-8885

Q. Who is an agency principal?

A. The individual who, in order to own or operate the PI agency, must meet the minimum qualification of three-years experience or pass the state examination.

Q. How often are the examinations given for principals?

A. They are scheduled within two to three weeks after your application has been received.

Q. Where will I take the examination?

A. The exams are scheduled at the driver licensing offices listed in the Application. When the exam is completed, it will be returned to the PI program office to be scored. A letter with your score will be mailed to you approximately ten days after you take the exam.

Q. How do I get rescheduled if I don't pass?

A. A reexamination application will be mailed to you with your exam results.

Q. How often can I take the exam?

A. There is no limit to the number of times you may take the exam, as long as there are at least seven business days between each attempt.

Q. How long will it take to get the license?

A. The required background check takes approximately 60 days. When the background check and all other requirements have been met, the license will be issued.

Q. How do my employees get licensed?

A. Your agency must first be licensed. Employees are required to complete four hours of pre assignment training for a licensed, certified trainer. The certified trainer must sign the certification box on the front of the employees' applications. Employees must be employed by, or have a job offer from a private investigator agency in order to be licensed. Contact the Private Investigator Program for forms.

Q. May I have a certified trainer from another agency give my employees the training?

A. Yes, provided the trainer is currently employed and holds a valid certified trainer license.

Q. How do I apply for licensure as a certified trainer?

A. Submit a Certified Trainer Exam Application with the \$25 fee. You must show proof of having been licensed for at least three years. Contact the Private Investigator Program for forms.

Q. I'm working for myself and do not want to hire employees. Do I still have to get a company license?

A. Yes. Anyone who works as a private investigator must either be licensed as a PI agency principal, or as a private investigator employed under another agency.

Q. What if I conduct business at more than one location in Washington?

A. You can apply for branch licenses at the same time as the main agency license by submitting a Location Addendum, for BLS-700-029, for each branch along with the full Master Application for the main location. If you apply for branch locations after the main location has already been established, you will need to complete a full Master Application for the branch location.

Q. How do I apply for my business location outside of Washington?

A. All licensing requirements apply to out-of-state businesses. A physical location within Washington is required.

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 and go to the Private Investigator Principal and/or Certified Trainer State Exam Study Guide.