

How do I renew my private investigator Agency?

You need to submit the following to renew you PI agency's license:

1. Private investigator agency application – completed
 - a. Section A – your information
 - b. Section B – brief employment history
 - c. Section C – questions, signature and date
 - d. Section D – location of your new agency's office address, mailing address, branch offices, and other office information
 - e. Section E – type and structure of company, LLC, Sole Owner, Etc.
 - f. Section F – a brief description of your proposed PI business
2. Copy of your driver's license
3. Fingerprint card - form FD-258 – 1 or 2
4. Facial photograph – for your new PI identification card
5. Qualifying party's responsibilities list – write agency's name on top line, initial all boxes, sign, date and have the form notarized
6. Two-year surety bond continuation certificate
7. \$250 Agency application fee – money order, cashier's check, business check from your agency, or the exact amount in cash. No refund if you do not qualify.
8. \$22 Fingerprint background processing fee – cashier's check, money order, business check from your agency, or the exact amount in cash No refund if you do not qualify.
9. If you were born outside the United States, then include documents to substantiate that you are an American Citizen/Permanent resident. Such as an American birth certificate, US passport, Certificate of naturalization, Etc...
10. Paperwork from the Arizona Secretary of State for your doing business as name (dba) or a sole owner's trade name. (if applicable)
11. Corporate paperwork from the Arizona Corporation Commission for corporations and LLCs.
12. If your company has corporate officers, partners, or members listed under your company at the Arizona Corporation Commission's website, then each associate will need to submit the following:
 - i. Associate application
 1. Part A – authorized signer completes this part
 2. Part B – associate completes this part
 - ii. Copy of driver's license
 - iii. Fingerprint card – 1 or 2
 - iv. \$50 Associate application fee - money order, cashier's check or business check from your agency, or the exact amount in cash. No refund if your associate does not qualify.
 - v. \$22 Fingerprint background processing fee – cashier's check, money order, business check from your agency, or the exact amount in cash No refund if your associate does not qualify.
 - vi. Facial photograph – will be used on their PI identification card
 - vii. If associate was born outside the United States, then include documents to substantiate status as an American Citizen/Permanent resident. Such

as an American birth certificate, US passport, Passport card, Certificate of naturalization, Etc....

13. If your company has PI employees, each employee will need to submit the following:

- i. Employee application
 1. Part A – authorized signer completes this part
 2. Part B – employee completes this part
- ii. Copy of driver's license
- iii. Fingerprint card – 1 or 2
- iv. \$50 Employee application fee - money order, cashier's check or business check from your agency, or the exact amount in cash.
- v. \$22 Fingerprint background processing fee – money order, cashier's check, business check from your agency, or the exact amount in cash
No refund if your employee does not qualify.
- vi. Facial photograph – will be used on their PI identification card
- vii. If employee was born outside the United States, then include documents to substantiate status as an American Citizen/Permanent resident. Such as an American birth certificate, US passport, Passport card, Certificate of naturalization, etc...