



State of Washington
Business Licensing Service
 PO Box 9034
 Olympia, WA 98507-9034
 1-800-451-7985

UBI number
Owner name

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

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

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

(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 authorization and certification

Do you authorize all organizations and government agencies (local, state, federal, or foreign) to release any information, files, or records requested to this Department to process your application? Yes No

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

For assistance or to request this document in an alternate format, visit <http://business.wa.gov/BLS> or call 1-800-451-7985. Teletype (TTY) users may use the Washington Relay Service by calling 711.

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) 705-6699. The certificate holder on the proof of insurance must read: Department of Revenue, Business Licensing 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 Business License 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 Business License 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.

Federal Bureau of Investigation Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of information requested by this form is generally authorized under 28 USC 534. Depending on the nature of your application, supplemental authorities include numerous federal statutes, hundreds of state statutes pursuant to Public Law 92-544, presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 USC 9101; Pub.L. 94-29; Pub.L. 101-64; and Executive Orders 10450 and 12968. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion or approval of your application.

Social Security Account Number (SSAN): Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks federal agencies to use this number to help identify individuals in agency records.

Principal purpose: Certain determinations, such as employment, security, licensing, and adoption, may be predicated on fingerprint-based checks. Your fingerprints and other information contained on (and along with) this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long hereafter as may be relevant to the activity for which this application is being submitted, the FBI may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain fingerprints and other submitted information for other authorized purposes of such agency (ies).

Routine uses: The fingerprints and information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(b)) and all applicable routine uses as may be published at any time in the Federal Register, including routine uses for the FBI fingerprint Identification Records System (Justice/FBI-009) and the FBI's Blanket Routine Uses (Justice/FBI-BRU). Routine uses include, but are not limited to, disclosures to: appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to state and local governmental agencies and nongovernmental entities for application processing as authorized by federal and state legislation, executive order, or regulation, including employment, security, licensing and adoption checks; and as otherwise authorized by law, treaty, executive order, regulation, or other lawful authority. If other agencies are involved in processing this application, they may have additional routine uses.

Additional information: The requesting agency and/or the agency conducting the application/investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below:

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)