

INSTRUCTIONS - Renewal of PRIVATE DETECTIVE LICENSE

STATE OF KANSAS OFFICE OF THE ATTORNEY GENERAL Through the KANSAS BUREAU OF INVESTIGATION

Complete this renewal form if you are an employee, or owner, partner, officer, director, or associate of a private detective agency actively engaged in detective business.

The **2-year** renewal application must be completed in its entirety to renew your private detective license. The renewal application must be **accompanied by**:

- Two fingerprint cards
- Two (2) color, front view, photographs (passport size 2 x 3) taken within 30 days before the renewal application is submitted. Do not wear a hat, scarf or other head gear or sunglasses.
- \$175.00 Renewal fee for employee of a Private Detective Agency
- \$100.00 Renewal fee for each owner, partner, officer, director and/or associate of a Private Detective Agency engaged in detective business
Money order, cashier's check or personal check: payable to the Kansas Bureau of Investigation or bill the renewal fees on a Visa or Master Card credit card by completing the billing sheet.
- When applying for renewal of the private detective license, each applicant shall provide one copy of all documents evidencing completion of each program of continuing professional education obtained within the biennial renewal period before the applicant/s submission of the renewal application.

Note: An employee, owner, partner, officer, director, or associate of a private detective agency does **not** need to provide verification of a corporate surety bond in the amount of **\$100,000** or more; a certificate of insurance showing general liability insurance providing coverage in the amount of **\$100,000** or more for bodily injury or property damage caused by negligence and errors or omissions; **OR** verification of **\$100,000** or cash deposit with the State Treasurer. However, the private detective agency will need to provide such verification with the agency renewal.

To allow time for processing the renewal applications, please submit the renewal application, required documents and fees **as soon as possible, but no later than the date of your current license**. Keep in mind your current private detective license will expire 60 days from the date of this notice unless a timely renewal application has been submitted.

Mail completed renewal application, accompanying documents and renewal fee to:

**Kansas Bureau of Investigation
Private Detective Licensing
1620 SW Tyler
Topeka, Kansas 66612-1837**

If you have questions please contact, Nicole Dekat, Program Manager, Private Detective Licensing Unit (785) 296-4436, e-mail Nicole.Dekat@kbi.state.ks.us or regular mail.

FEE SCHEDULE PRIVATE DETECTIVE LICENSING, RENEWALS & other items

Independent (self-employed)

License fee - \$250.00 (2yrs from date of issuance)

Renewal fee \$175.00 (2yrs)

Requires \$100,000.00 bond **or** certificate of insurance

Agency (employs others)

License fee - \$250.00 (2yrs from date of issuance)

Renewal fee \$175.00 (2yrs)

Requires \$100,000.00 bond **or** certificate of insurance

Individual employee (works under the agency license)

License fee - \$250.00(2yrs from date of issuance)

Renewal fee \$175.00 (2yrs)

(Insurance covered by agency bond or insurance)

Officer, Director, Partner, or Associate (of the Agency engaged in detective business)

License fee - \$100.00 (2yrs from date of issuance)

Renewal fee \$100.00 (2yrs)

(covered by agency bond or insurance)

Other items:

Duplicate license - \$5.00

Information/application packet - \$15.00 (deducted from cost of application)

Current list of private detectives & agencies in Kansas - \$.24 per page

Date of Request
____ - ____ - 2 0 ____

Name on Credit Card

Mailing Address for Credit Card
Street: _____

City: _____

State: _____ Zip code: _____

Expiration Date
____ - ____

Visa/MC 16 digit card number _____ **MANDATORY 3 digit auth. code on back of card** _____

Phone Number:
____ - ____ - _____

Other Information Number:

What is to be billed on the credit card

Check all that apply

- PI Packet _____
- Application _____
- Firearm Permit _____
- Badge/Case _____
- Renewal _____
- Misc - explain _____

Amount to be billed on your credit card

(sample - \$250.00)
\$ _____ . _____

PRIVATE DETECTIVE LICENSE

RENEWAL

**STATE OF KANSAS
OFFICE OF THE ATTORNEY GENERAL
Through the KANSAS BUREAU OF INVESTIGATION**

1. Name: _____

2. ___ Agency ___ Owner ___ Partner ___ Officer ___ Director ___ Associate ___
Employee ___ please provide:

Name of agency: _____ Agency number: _____

Status with this agency (i.e. Employee, Owner, Associate, Partner, Officer or Director) _____

Street address: _____
(Number & Street) (Suite) (City) (State) (Zip)

Business phone: _____ Fax number: _____

E-mail: _____ Cell phone: _____

3. Mailing address if different from above: _____

4. Private detective license number: _____

Firearm permit number (if applicable): _____

Badge number (if applicable): _____

Firearms trainer number(if applicable): _____

Please answer the following questions. If you answer “yes” to any of the questions, please provide a separate page with a full explanation.

5. In the past 2 years have you:

(a) been arrested for **any** crime other than minor traffic violations in this state or any other state?

Yes No

(b) been indicted or convicted of a felony in this state or any other state? Yes No

(c) been you convicted of a misdemeanor in this state or any other state? Yes No

(d) been the subject of a complaint to any department, bureau, board, prosecuting officer, criminal court, or any other governmental or regulatory body or officer in this state or any other state? Yes No

(e) had any license as a private detective denied, suspended, revoked, or subjected to other disciplinary action in this state or any other state? Yes No

(f) been a law enforcement officer or granted a special commission from any law enforcement?
 Yes No

(g) been found incompetent, incapacitated or impaired by reason of mental condition, deficiency or disease? Yes No

(h) been addicted to, dependent on or abusive of alcohol or any controlled substance, narcotic or drugs excluding medication prescribed by physician? Yes No

(i) received inpatient or outpatient treatment for alcohol, any controlled substance, narcotic or drug addiction, dependence or abuse? Yes No

If you answered yes please explain: _____

APPLICANT'S AFFIDAVIT

I, _____, state that I am the renewal applicant, herein. I have
(Please Print your name)
read and examined the statements made in the above renewal application, including all statements made in any accompanying papers, and the information contained herein is true and correct to the best of my knowledge and belief.

Renewal Applicant's Signature

Date

STATEMENT OF EMPLOYMENT

I, _____,
(renewal applicant's name)
am employed by _____
Private detective agency, license number is A-_____.

Employer's signature

Employer's printed name

Date