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

INSTRUCTIONS

RENEWAL OF PRIVATE DETECTIVE ***INDEPENDENT*** LICENSE

The 2-year renewal application must be completed in its entirety to renew your private detective license. An incomplete application will result in processing delays. The Kansas Bureau of Investigation may take up to **90 days** to process an application.

The renewal application must be accompanied by:

- Two (2) applicant (blue) fingerprint cards. Prints must be clear and fully rolled.
- Two (2) color, front view, photographs (passport size, no smaller than 2 x 2, no larger than 4 x 6), plain light colored background, taken within 30 days before the renewal application is submitted. Do not wear a hat, scarf or other head gear, or sunglasses.
- When applying for renewal of the private detective license, 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.
- $175.00 Renewal fee**. The application fee is non-refundable.** A personal check, money order, cashiers check make payable to the Kansas Bureau of Investigation. We are able to offer the opportunity to charge any/all private detective licensing fees on your Visa or Master Card credit card. To charge your licensing fees, please complete the credit card form in this packet.
- Verification of a corporate surety bond in the amount of **$100,000** or more; **OR** 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.

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**.

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

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

Please direct any questions to Antonia M. Tabor, Program Manager, Private Detective Licensing, (785) 296-4436, e-mail to Toni.Tabor@kbi.state.ks.us or by postal 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)

Firearms Permit (any licensed PI can apply for a firearms permit)
Fee - $50.00
Renewal fee $50.00 (2yrs)

Firearms Trainer
Fee - $100.00
Renewal fee $100.00 (2yrs)

Other items*:*
Badge (and case) -$55.00 (can only be requested if you have applied for a firearm permit)
Duplicate license - $5.00 (can only be requested if your license has been lost or stolen)
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)

$ _____ . _____

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INDEPENDENT PRIVATE DETECTIVE LICENSE RENEWAL

1. Name: _____

2. As an **Independent** private detective provide:

   DBA (doing business as) name (if applicable): _____
   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: _____
   Firearms permit number (if applicable): _____
   Badge number (if applicable): _____
   Firearm 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 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) become a law enforcement officer or been 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) become addicted to, dependent on or abusive of alcohol or any controlled substance, narcotic or drugs excluding medicines prescribed by a 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

(Must be signed before a Notary Public)

I, _____, of lawful age, being first duly sworn, on my oath,
(Applicant Please Print your name)

State that I am the renewal applicant, herein. I have read and examined the statements made in the above renewal application, including all statements made in any accompanying papers, and that the information contained herein is true and correct to the best of my knowledge and belief.

_____
Applicant's Signature

_____
Date

Subscribed and sworn to before me this _____ day of _____, _____

_____
Notary's Signature

My commission expires: _____

PERSONAL INFORMATION:

Name: _____

Alias or other names used: _____
(to include maiden name and prior married names, etc)

Sex:_____ Race: _____ Date of Birth:_____

Social Security Number: _____

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Residence Address: _____
(Number & Street) (City) (State) (Zip Code)

Home Phone Number: _____

Cell Phone Number: _____

SIGNATURE OF PRIVATE DETECTIVE

Please sign in the box below: