INSTRUCTIONS

The initial detective application must be completed in its entirety. An incomplete application will result in processing delays. The Kansas Bureau of Investigation may take up to 90 days to process an application.

In addition to your completed application(s), the following items must be submitted:

- Examination I

- Two (2) color, front view, photographs (no smaller than 2 x 2, no larger than 4 x 6) taken within 30 days before the application is submitted with a plain light colored background. (Do not wear a hat, scarf, other head gear or sunglasses.)

- Two (2) applicant (blue) fingerprint cards. Prints must be clear and fully rolled. The Waiver Agreement and Statement (both pages) must be accompanied by your fingerprint cards.

- Applicable Fees. 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.

- Except for an employee of a licensed private detective agency, 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.

- Copy of DD214 if prior or other military service

Request for badge/case (optional if you have applied for a firearm permit)

Mail completed application(s) and other required items to:

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

Types of private detective license:

- **Employee** of a licensed private detective agency.

- **Independent** private detective, i.e., not employed by a licensed detective agency.

- **The owner, an officer, director, partner or associate** of a licensed private detective agency who intend to engage in private detective work as well as and operate the business of a private detective agency.

- **Private detective agency** regularly employs other person(s) to engage in detective business.

Application fee(s). The application fee(s) is non-refundable. Subtract $15.00 from your application fee(s) if you paid for the application packet.

- Employee of private detective agency - $250 for two-year license from date of issuance.

- Independent private detective - $250 for two-year license from date of issuance.

- Owner, officer director, partner or associate of private detective agency who intends to engage in detective business - $100 for two-year license from date of issuance.

- Private detective agency - $250 for two-year license from date of issuance.

- Also available - Private detective firearm permit - fee $50.00,

- Private detective firearm permit badge with case - fee $96.00 (must have a firearm permit to purchase). Upon expiration, suspension, or revocation of firearm permit, badge must be returned to the Kansas Bureau of Investigation private detective licensing unit.

Please Note: A private detective firearm permit allows a private detective to carry a concealed firearm only while actually engaged in the duties of employment as a private detective. It is not a substitute for a concealed carry permit.

We now have the ability to charge any/all private detective licensing fees on your Visa or Master Card credit cards. To charge any/all private detective licensing fees, please complete the enclosed credit card form. Submit the credit card form with your application and other related material. You are welcome to use a money order, cashier checks or personal check made payable to the Kansas Bureau of Investigation.

TDSR Services (SRS) for child support enforcement purposes.

In completing this application, please bear in mind that Any false information submitted on this application or any accompanying documents, or falsification of the fingerprints or photographs, constitutes grounds for denial of the application, and may subject you to criminal prosecution. The truthfulness and correctness of all information offered in this application must be verified by signing the application before a Notary Public.
Any individual with a disability may request that the Office of the Attorney General/Kansas Bureau of Investigation provide accommodations in order to complete the testing procedure. Please direct any questions or request for accommodation to Antonia M. Tabor, Program Manager, Private Detective Licensing, Kansas Bureau of Investigation, (785) 296-4436 or send an e-mail to Toni.Tabor@kbi.state.ks.us.

Upon approval of this application, the license and a pocket identification card (except for agencies) will be mailed to you. In addition, if you have applied and been approved for a private detective firearm permit, that will be mailed to you also. The license will be valid two years from the date of issuance. It will be renewable every two years.

Look for the following statues and regulations pertaining to the Private Detective Licensing Act on the Kansas Bureau of Investigation’s web site http://www.accesskansas.org/kbi/kbipi.shtml.

- Private Detective Licensing Act Kansas Statutes Annotated (K.S.A. 75-7b01 through 75-7b23)
- Kansas Administrative Regulations, Agency 16 Attorney General (K.A.R 16-1 through 16-6)
- Criminal use of weapons statute, (K.S.A 21-4201). See especially subsections (c) (3).
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 private investigator can apply for a firearms permit)
- Permit fee - $50.00
- Renewal fee $50.00 (2yrs)

**Firearms trainer**
- Fee - $100.00
- Renewal fee $100.00 (2yrs)

**Other items:**
- Badge (and case) - $96.00 (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
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STATE OF KANSAS  
OFFICE OF THE ATTORNEY GENERAL  
Through the KANSAS BUREAU OF INVESTIGATION  

Private Detective License Application  

1. Name:  
   
   (Last Name, First Name, Middle Name)  

   Maiden name and/or any alias names used:  

2. If you intend to engage in detective business as an independent private detective or an employee of a private detective agency, complete this section:  
   **If you intend to engage in private detective business as the owner, partner, officer, director or associate of a private detective agency, go to number 3.**  

   (a) Check one:  
   ☐ Independent  ☐ Employee  
   “Independent private detective” means person who engages in detective business, but who is not employed by a licensed private detective agency and does not regularly employ any other person to engage in detective business.  

   (b) Name under which you intend to do business or name of employing agency:  

   (c) Street address of business:  
   (street number, city, state & zip code)  

   (d) Business mailing address if different than (c):  

   (e) Telephone #: ___________________ Fax #: ___________________ E-Mail: ___________________  
   **NOTE:** If you will be an employee of a private detective agency, you and your employer must sign the Statement of Employment on page 7 of application.  

   (f) Residence address:  
   Home telephone number: ___________________  
   Cell phone number: ___________________  

3. If you intend to engage in private detective business as the owner, partner, officer, director or associate of a private detective agency, complete this section:  

   (a) Name of agency:  
   [Agency Number]  

   (b) Position with agency:  
   ☐ Owner  ☐ Associate  ☐ Partner  ☐ Officer  ☐ Director  

   (c) Street address of business:  
   (Street number, City, State & Zip Code)  

   (d) Business mailing address if different than (c):  

   (e) Telephone #: ___________________ Fax #: ___________________ E-Mail: ___________________  

   (f) Residence address:  
   Home telephone number: ___________________  
   Cell phone number: ___________________
4. Provide a statement as to the general nature of the private detective business in which you intend to engage: ____________________________

(a) Have you been or are you presently licensed as a private detective in another jurisdiction? □ Yes □ No
   If yes, in what state(s)? ___________________ When were you licensed? ____________________

(b) Has that license ever been suspended, revoked or subjected to other disciplinary action? □ Yes □ No
   If yes, please explain. ________________________________

(c) Have you ever been refused a private detective license in this state or from any other jurisdiction? □ Yes □ No
   If yes, please explain. ________________________________

(d) Have you ever been an officer, director, partner or associate of a person or agency which has been refused a private detective license or had a private detective license suspended, revoked or subject to other disciplinary action in this state or any other jurisdiction? □ Yes □ No
   If yes, please explain. ________________________________

(e) To your knowledge have you ever been the subject of a complaint to any department, bureau, board or any other governmental or regulatory body in this state or any other jurisdiction? □ Yes □ No
   If yes, please explain. ________________________________

5. Personal Information:

Date of Birth: ___________________________ (mm/dd/yr)

Social Security Number: ________________________________ (Providing your SSN is voluntary, but it is requested pursuant to K.S.A.74-139 and 74-148 and may be provided to the Kansas Director of Taxation for tax purposes and/or the Department of Social and Rehabilitation Services for child support purposes.)

Are you a citizen of the United States? □ Yes □ No
If not a citizen, are you legally present in the United States? □ Yes □ No

If you are not a citizen, please contact the Private Detective licensing unit at the Kansas Bureau of Investigation at (785) 296-4436 for further instructions.

Have you graduated from high school or earned a GED? □ Yes □ No
Have you served in the United States military? □ Yes □ No
If yes, please provide a copy of your DD214.
Were you honorably discharged? □ Yes □ No
6. Mental health:

(a) Have you been found incompetent, incapacitated or impaired by reason of mental condition, deficiency or disease? □ Yes □ No

(b) Are you currently addicted to, dependent on or abusive of alcohol or any controlled substance, narcotic or drug excluding medication prescribed by a physician? □ Yes □ No

(c) At this time are you receiving inpatient or outpatient treatment for alcohol, any controlled substance, narcotic or drug addition, dependence or abuse? □ Yes □ No

(d) Have you received such treatment within the past year? □ Yes □ No

If you answered yes to 6 (a), (b), (c) &/or (d) please explain in detail, including the name and address of any treatment facility or health care provider. You will then be requested to sign a release of information. (Use additional page(s) if necessary.)

7. (a) Are you currently a law enforcement officer with any law enforcement agency of the federal government or of the state or any political subdivision thereof? □ Yes □ No

(b) Do you currently hold a special commission from any law enforcement agency of the federal government or of the state or any political subdivision thereof? □ Yes □ No

“Special Commission” refers to any type of identification issued by a law enforcement agency or law enforcement officer which grants any temporary or permanent law enforcement authority to make arrests or maintain the public peace.

8. (a) Have you ever been convicted of a felony? □ Yes □ No

(b) Within the past ten (10) years have you been convicted of any crime (including DUI) other than minor traffic violations in this state or any other jurisdiction? □ Yes □ No

(K.S.A 21-6614 & 38-2312 requires disclosure of all expunged crimes, including felonies)

If yes to either part of question 8, please explain (Use additional page(s) if necessary.): ________________________________

In your explanation provide the circumstances of the arrest, original charges(s), title of court (municipal, state or federal), amended charges and disposition information regarding the conviction. ALSO, give your reason why you believe a conviction(s) should not preclude you from being licensed as a private detective. Provide copies of all pertinent court documents.
9. **EMPLOYMENT HISTORY:** List current employer and previous employers for the past 10 years not including employment prior to age 18 (including military service) in reverse chronological order. (Use additional page(s) if necessary.)

(a) **CURRENT EMPLOYER:** _____________________________________________ Full or Part Time _____
Address: _______________________________ Dates of Employment: ____________________
City, State & Zip: _______________________ (beginning month/year - ending month/year)
Phone number: _______________________ Occupation: ________________________ Reason for leaving: ________________

(b) **PRIOR EMPLOYER:** _____________________________________________ Full or Part Time _____
Address: _______________________________ Dates of Employment: ____________________
City, State & Zip: _______________________ (beginning month/year - ending month/year)
Phone number: _______________________ Occupation: ________________________ Reason for leaving: ________________

(c) **PRIOR EMPLOYER:** _____________________________________________ Full or Part Time _____
Address: _______________________________ Dates of Employment: ____________________
City, State & Zip: _______________________ (beginning month/year - ending month/year)
Phone number: _______________________ Occupation: ________________________ Reason for leaving: ________________

(d) **PRIOR EMPLOYER:** _____________________________________________ Full or Part Time _____
Address: _______________________________ Dates of Employment: ____________________
City, State & Zip: _______________________ (beginning month/year - ending month/year)
Phone number: _______________________ Occupation: ________________________ Reason for leaving: ________________

(e) **PRIOR EMPLOYER:** _____________________________________________ Full or Part Time _____
Address: _______________________________ Dates of Employment: ____________________
City, State & Zip: _______________________ (beginning month/year - ending month/year)
Phone number: _______________________ Occupation: ________________________ Reason for leaving: ________________

(f) **PRIOR EMPLOYER:** _____________________________________________ Full or Part Time _____
Address: _______________________________ Dates of Employment: ____________________
City, State & Zip: _______________________ (beginning month/year - ending month/year)
Phone number: _______________________ Occupation: ________________________ Reason for leaving: ________________
RELEASE OF RECORDS
AND OTHER INFORMATION

For the purpose of the Private Detective Licensing Act, I hereby authorize any former or present employer, school official and any other person to release any information or records concerning my employment, character, integrity, education completion and any other information pertaining to my application of a private detective license or upon licensure, in relation to a complaint, to any representative of the Attorney General’s Office or Special Agent or Special Investigator of the Kansas Bureau of Investigation.

____________________________________
Applicant’s Signature

______________________________
Date

Subscribed and sworn to before me this ______ day of ____________________________

____________________________________
Notary’s Signature

My commission expires: ____________________________
SPECIAL COMMISSION STATEMENT

I, __________________________________, understand that K.S.A.75-7b02(c) provides that unless (Applicant please print your name) expressly exempted from the provisions of the Kansas Private Detective or Security Operations Act, no law enforcement officer, or any person who holds a special commission from any law enforcement agency of the federal government or of the state, or any political subdivision thereof, may be licensed as a private detective or private detective agency. I further understand that special commission refers to any type of identification issued by a law enforcement agency or law enforcement officer which grants, or appears to grant, any temporary or permanent law enforcement authority, including but not limited to deputy, special deputy, special assistant, reserve officer, special officer or honorary officer.

__________________________________________
Applicant’s Signature

_______________________
Date

APPLICANT’S AFFIDAVIT

(Must be signed before a Notary Public)

I, _________________________________, of lawful age, being first duly sworn, on my oath, state (Applicant Please Print your name) that I am the applicant herein and I have read and examined the statements made in the above and forgoing 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: ___________________________
STATEMENT OF EMPLOYMENT

(Only for applicants employed or to be employed by a private detective agency)

I, ________________________________, applicant for a private detective license, submit that I will be employed (or I am employed), by private detective agency, ________________________________

(located at) ________________________________

(street number, city, state & zip code)

licensed by the State of Kansas under agency license number ____________.

____________________________________
Applicant’s Signature                      Employer’s Signature

__________
Date                                               Employer’s name (Printed)

__________
Date

SIGNATURE OF PRIVATE DETECTIVE

Please sign in the box below:

______________________________
CERTIFICATE OF REFERENCE

Regarding the application of ______________________________________
(Applicant please print your name)

I, ________________________________________ of ____________________________
(Reference please print your full name)

of ____________________________
(residence address)

_____________________________
(city, state & zip)

_____________________________
(phone number)

employed by ____________________________
(business address)

_____________________________
(city, state & zip)

_____________________________
(phone number)

[Read and initial each statement]
subcribe and affirm that:

_____ I am a reputable person and citizen of the United States of America.

_____ I am not related or connected by blood or marriage to the applicant.

_____ I have personally known the applicant for a period of at least five (5) years past.

_____ I have read his/her application for a private detective license and believe each of the statements made therein to be true and correct to the best of my knowledge and belief.

_____ The applicant is a person of good moral character and he/she is honest and competent to engage in the business as a private detective.

_____ I recommend that his/her application for a license as a private detective be granted.

(NOTE: must be dated within four months of the date the application is received for processing)

__________________________
Date

__________________________
Signature of Reference

VERIFICATION

STATE OF _______________________

COUNTY OF _______________________

I, ____________________________, of lawful age, being first duly sworn, upon his/her oath, subscribers and

(Print name of notary)

affirms: That ____________________________ is the reference named in the above-captioned Certificate of

(Print name of reference)

Reference; that he/she has read the above and forgoing Certificate of Reference, knows and understands the contents thereof, and states that the statements contained therein are true and correct, according to his/her knowledge, information and belief of the applicant.

Subscribed and sworn to before me this __________ day of ________________________, ______________________

________________________________________
Notary’s Signature

My commission expires: ____________________________
CERTIFICATE OF REFERENCE

Regarding the application of ______________________________________
(Aplicant please print your name)

I, ________________________________________ of ______________________________________
(Reference please print your full name)

of ______________________________________
(residence address)

(city, state & zip)

(phone number)

employed by ______________________________________

(business address)

(city, state & zip)

(phone number)

subscribe and affirm that:

[Read and initial each statement]

_____ I am a reputable person and citizen of the United States of America.

_____ I am not related or connected by blood or marriage to the applicant.

_____ I have personally known the applicant for a period of at least five (5) years past.

_____ I have read his/her application for a private detective license and believe each of the statements made therein to be true and correct to the best of my knowledge and belief.

_____ The applicant is a person of good moral character and he/she is honest and competent to engage in the business as a private detective.

_____ I recommend that his/her application for a license as a private detective be granted.

(NOTE: must be dated within four months of the date the application is received for processing)

_________________________________________  ______________________________
Date                                           Signature of Reference

VERIFICATION

STATE OF _____________________________

COUNTY OF _________________________

I, ____________________________, of lawful age, being first duly sworn, upon his/her oath, subscribes and

affirms: That ____________________________ is the reference named in the above-captioned Certificate of

Reference; that he/she has read the above and forgoing Certificate of Reference, knows and understands the

contents thereof, and states that the statements contained therein are true and correct, according to his/her

knowledge, information and belief of the applicant.

Subscribed and sworn to before me this ________ day of ______________________. ______________________

_________________________________________
Notary’s Signature

My commission expires: ___________________________
CERTIFICATE OF REFERENCE

Regarding the application of ____________________________________________
(Applicant please print your name)

I, ____________________________________________ of ____________________________________________
(Reference please print your full name)

employed by ____________________________________________

(business address)

(phone number)

subscribe and affirm that:

[Read and initial each statement]

_____ I am a reputable person and citizen of the United States of America.

_____ I am not related or connected by blood or marriage to the applicant.

_____ I have personally known the applicant for a period of at least five (5) years past.

_____ I have read his/her application for a private detective license and believe each of the statements made therein to be true and correct to the best of my knowledge and belief.

_____ The applicant is a person of good moral character and he/she is honest and competent to engage in the business as a private detective.

_____ I recommend that his/her application for a license as a private detective be granted.

(NOTE: must be dated within four months of the date the application is received for processing)

________________________  __________________________
Date                        Signature of Reference

VERIFICATION

STATE OF ______________________

COUNTY OF ______________________

I, ____________________________________________, of lawful age, being first duly sworn, upon his/her oath, subscribes and affirms: That ____________________________________________ is the reference named in the above-captioned Certificate of Reference; that he/she has read the above and forgoing Certificate of Reference, knows and understands the contents thereof, and states that the statements contained therein are true and correct, according to his/her knowledge, information and belief of the applicant.

Subscribed and sworn to before me this ________ day of ______________________.

________________________
Notary’s Signature

My commission expires: ______________________
CERTIFICATE OF REFERENCE

Regarding the application of ______________________________________
(Applicant please print your name)

I, ______________________________________ of ______________________________________
(Reference please print your full name) (residence address)
(city, state & zip) (phone number)

employed by ______________________________________

(business address) (city, state & zip) (phone number)

subscribe and affirm that:

[Read and initial each statement]

_____ I am a reputable person and citizen of the United States of America.

_____ I am not related or connected by blood or marriage to the applicant.

_____ I have personally known the applicant for a period of at least five (5) years past.

_____ I have read his/her application for a private detective license and believe each of the statements
made therein to be true and correct to the best of my knowledge and belief.

_____ The applicant is a person of good moral character and he/she is honest and competent to engage in
the business as a private detective.

_____ I recommend that his/her application for a license as a private detective be granted.

(NOTE: must be dated within four months of the date the application is received for processing)

____________________  ________________________
Date                  Signature of Reference

VERIFICATION

STATE OF ________________

COUNTY OF ________________

I, __________________________, of lawful age, being first duly sworn, upon his/her oath, subscribes and

affirms: That ________________________ is the reference named in the above-captioned Certificate of

Reference; that he/she has read the above and forgoing Certificate of Reference, knows and understands the
contents thereof, and states that the statements contained therein are true and correct, according to his/her
knowledge, information and belief of the applicant.

Subscribed and sworn to before me this ________ day of _______________________. ______________________

______________________________
Notary’s Signature

My commission expires: _______________________________
CERTIFICATE OF REFERENCE

Regarding the application of
(Applicant please print your name)

I, ___________________________ of
(Reference please print your full name)

(Reference please print your address)
(city, state & zip)
(phone number)

employed by _______________________
(business address)
(city, state & zip)
(phone number)

subscribe and affirm that:

[Read and initial each statement]

____ I am a reputable person and citizen of the United States of America.

____ I am not related or connected by blood or marriage to the applicant.

____ I have personally known the applicant for a period of at least five (5) years past.

____ I have read his/her application for a private detective license and believe each of the statements made therein to be true and correct to the best of my knowledge and belief.

____ The applicant is a person of good moral character and he/she is honest and competent to engage in the business as a private detective.

____ I recommend that his/her application for a license as a private detective be granted.

(NOTE: must be dated within four months of the date the application is received for processing)

_________________________________   _________________
Date       Signature of Reference

VERIFICATION

STATE OF __________________
COUNTY OF ________________

I, ____________________________, of lawful age, being first duly sworn, upon his/her oath, subscribes and
(Print name of notary)

affirms: That ____________________________ is the reference named in the above-captioned Certificate of
(Print name of reference)

Reference; that he/she has read the above and forgoing Certificate of Reference, knows and understands the
contents thereof, and states that the statements contained therein are true and correct, according to his/her
knowledge, information and belief of the applicant.

Subscribed and sworn to before me this _________ day of ___________________. ___________________

Notary’s Signature
My commission expires ____________________________
WAIVER AGREEMENT AND STATEMENT
Fingerprint-Based Record Checks for Noncriminal Justice Purposes

I hereby authorize (Name of Authorized Recipient) ______________________________ to submit a set of my fingerprints to the Kansas Bureau of Investigation (KBI) for the purpose of identifying me and accessing and reviewing Kansas and/or national criminal history records that may pertain to me. Pursuant to K.S.A. 22-4701 et seq. and K.S.A. 22-5001, the Authorized Recipient may obtain my criminal history record information for noncriminal justice purposes. By signing this waiver, it is my intent to authorize release to the above-referenced Authorized Recipient of any Kansas and/or national criminal history record that may pertain to me. I further understand that, if applicable, the Authorized Recipient may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities until the criminal history background check is completed.

I understand that, upon my request, the Authorized Recipient will provide me a copy of the criminal history background report, if any, received on me, and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may be afforded a reasonable amount of time to correct or complete the criminal history record (or decline to do so) before the Authorized Recipient makes a final decision about my status as an employee, volunteer or contractor, or my eligibility for any pertinent license, certification or registration, or adoption. See 28 CFR 50.12(b).

I understand that officials receiving the results of the criminal history record check are to use those results only for authorized purposes and are prohibited from retaining or disseminating such results in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. (See 5 United States Code (USC) 552a(b); 28 USC 534(b); 42 USC 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), and 906.2(d).)

I have ____ OR have not ____ been convicted of a crime.

If convicted, describe the crime(s), the date and location of the crime(s), and the name of the convicting court:

__________________________________________________________________________________________________

Under penalty of perjury, I hereby declare that I am the person described below, and understand that any falsification of this statement constitutes a severity level 9, nonperson felony under the provisions of Title 21 Kansas Statutes Annotated, Section 3805.

________________________  __________________________
Signature                  Date

________________________  __________________________
Printed Name               Date of Birth

________________________  __________________________
Residential Address        City

State Zip
RIGHT TO OBTAIN AND CHALLENGE ACCURACY OF CRIMINAL HISTORY RECORDS

To obtain a copy of your Kansas criminal history record information (CHRI) to review for accuracy and completeness, you must send a set of your fingerprints, a letter requesting your record and payment of the appropriate fee to the KBI. For further details, including the current fee, visit the following Internet website: http://www.kansas.gov/kbi/criminalhistory. Or, to provide official court documents to make a correction you may write to:

Kansas Bureau of Investigation
Attn: Criminal History Records
1620 SW Tyler
Topeka, Kansas 66612-1837

If a change is made to your Kansas criminal history record due to a challenge, a new copy of your Kansas criminal history record will be sent to the Authorized Recipient to make a final decision about your status as an employee, volunteer or contractor, or your eligibility for any pertinent license, certification or registration, or adoption.

To obtain a copy of your federal CHRI for review and challenge you must submit a set of your fingerprints and the appropriate fee to the FBI. Information regarding this process may be obtained at: http://www.fbi.gov/about-us/cjis/background-checks/background_checks. Or, you may write to:

FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

The FBI will forward your challenge to the appropriate contributing agency to verify or correct the entry. Upon receipt of an official communication directly 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). The Authorized Recipient must submit a new set of fingerprints and fee to receive the updated federal criminal history record.

TO BE COMPLETED BY THE FINGERPRINTING AGENCY:

Method of Verifying Identity: [ ] Driver’s License [ ] State Issued ID Card
[ ] Military ID Card

State/Branch: ____________________ ID Number: __________________________

Agency Name: _______________________________________________________

Address: __________________________ __________________________

Telephone: ____________________ Fax: __________________________

Name of Individual Verifying Identity: ___________________________________

ORIGINAL – MUST BE RETAINED BY AUTHORIZED RECIPIENT
COPY – PROVIDED TO SUBJECT OF CRIMINAL HISTORY RECORD CHECK
EXAMINATION 1

Name of Applicant

Agency Name (if Applicable)

Date

INSTRUCTIONS

This examination covers the provisions found in:

- The Private Detective Licensing Act, K.S.A. 75-7b01 through 75-7b23

- Private Detective Regulations adopted by the Attorney General, K.A.R. 16-1-7 and 16-2-1(a) through 16-6-2

- Criminal use of weapons K.S.A.21-4201 (c)(3)

There are five (5) true or false questions, five (5) fill in the blank questions, and ten (10) multiple choice questions. To pass this test, you must answer at least eighteen (18) questions correctly. If you do not pass this examination, you must take Examination 2 within thirty (30) days of this date. If you fail Examination 2, you must take Examination 3 within thirty (30) days of taking Examination 2. If you fail all three examinations you must wait one (1) year before reapplying for a private detective license.

Mail the completed examination with your private detective license application and other related material to:

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

Upon approval of your private detective application and passing the examination, your private detective license and identification card will be mailed to you.

Revised 07/01/2010
EXAMINATION 1

I. TRUE OR FALSE - Please mark each answer with a T for True or F for False.

1. _____ Renewal of a firearm permit shall be based on a demonstrated continuing need to carry a firearm.

2. _____ Law enforcement officers must be licensed as private detectives if engaged in the detective business.

3. _____ Bad moral character or bad reputation for truth, honesty and integrity, commission of an act constituting fraud, refusal of a license in this state or any other state, conviction of a felony and making a false statement on the application are all grounds for denial of a license.

4. _____ For a firearm permit, the application shall only contain the manufacturer’s name, serial number, and gauge.

5. _____ A private detective license is required to keep complete business records for a minimum of three years.

II. FILL IN THE BLANK – Please write the correct answer in the space provided.

1. ______________________ means any person who, for any consideration whatsoever, engages in detective business.

2. The private detective license must be posted in a ______________________ place in the principal place of business of the licensee.

3. An individual licensee, as a condition of license renewal, shall be required to attend not less than ______________________ hours of continuing education programs.

4. ______________________ means a person who engages in detective business but who is not employed by a licensed private detective agency and who does not regularly employ any other person to engage in detective business.

5. K.S.A. ______________________ states that a licensee shall notify the Attorney General in writing within 10 days after closing or changing the location of a branch.
II. MULTIPLE CHOICE – Please write the correct answer in the space provided.

1. _____ An applicant may be denied a private detective license if:

A. The applicant does not have a high school education or have earned a graduate equivalency degree (GED).
B. The applicant is incompetent, incapacitated or impaired by reason of mental condition, deficiency or disease.
C. The applicant evidences current addiction to, dependence on or abuse of alcohol or a controlled substance.
D. All of the above.
E. None of the above.

2. _____ Steve, a licensed private detective, is hired by Melissa to investigate the theft of property from Melissa’s home. During the investigation, Steve learns that Melissa gave the alleged stolen property to her boyfriend, Paul. Melissa then filed a claim with her insurance company to be compensated for the “loss”. What should Steve do?

A. Tell Melissa he knows what she is up to.
B. Even though he thinks it is a crime to make a false report to an insurance company, Steve can’t tell anyone because he is bound by confidentiality to keep the results of his investigation secret.
C. Steve knows it is a crime and should report it to the proper authorities, even though it will breach the confidence between Melissa and him.
D. Steve should not report it because Melissa wouldn’t pay him.
E. None of the above.

3. _____ No firearm permit shall be issued to any:

A. Individual who has been declared, by any court of competent jurisdiction, to be incapacitated or mentally ill
B. Organization
C. Individual who suffers from alcohol or narcotics addiction or dependence
D. None of the above
E. All of the above
4. ______ A licensee may advertise for business provided which of the following requirements are met:

A. The advertisement does not contain any false, misleading or deceptive information.
B. The advertisement explains that jobs are taken on a contingent or percentage basis.
C. The advertisement contains information about a “branch office” that is not authorized.
D. The advertisement is used outside of the State of Kansas.
E. None of the above.

5. ______ Which of the following statements is not correct:

A. Every private detective or detective agency must keep a complete set of records of the business activities of the detective or agency.
B. Records must be kept for five (5) years and the Attorney general may inspect these records and disclose information to the public as desired.
C. A violation by the licensee of the rules adopted by the Attorney General is ground for revocation of a license.
D. A licensee may not use a uniform or insignia with the intent to give the impression the licensee is part of any level of government.
E. An application must be accompanied by five (5) notarized certificates of reference, signed by people who have knowledge of the applicant’s character and who have read the application.

6. ______ Which of the following is/are prohibited by this Act?

A. Use of a disguise in connection with the activities of the licensee’s business.
B. Manufacturing or producing false evidence.
C. Use of an alias in connection with the activities of the licensee’s business.
D. Use of a firearm permit badge for safety or emergency identification purposes.
E. B and C only.

7. ______ Which of the following could be grounds for suspension or revocation?

A. Making a false statement
B. Violated any provisions of the PI Licensing Act
C. Have more than three traffic violations
D. A and B only
E. None of the above
8. Mary, a private detective, is approached by his long-time friend Larry who requests information regarding a case Mary investigated. What can Mary do?

A. Mary cannot give Larry the information because he is bound by a confidential relationship with his client.
B. Mary can tell Larry the information if Larry is a law enforcement officer who needs the information for a criminal investigation and the information pertains to a criminal offense.
C. Mary can tell Larry the information because Larry is a long-time friend and Mary knows he will not tell anyone else.
D. Only A and B.
E. None of the above.

9. In which K.S.A. shall a licensee be required to attend not less than eight hours of continuing education programs approved by the attorney general?

A. 75-7b05
B. 75-7b04
C. 75-7b07
D. A and C only
E. None of the above

10. Which of the following activities is/are not exemptions from licensure under the Act?

A. An insurance adjuster.
B. Private patrol operators.
C. An attorney.
D. A person who conducts a detective business for more than one employer.
E. All of the above.