

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

**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.
- 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 \$55.00 (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, cashiers check 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](mailto: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 statutes 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) - \$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**  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**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)  
\$ \_\_\_\_\_ . \_\_\_\_\_

**MANDATORY 3 digit auth. code on back of card**

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: \_\_\_\_\_ Private Detective 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.)

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- 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.): \_\_\_\_\_

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**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: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

(beginning month/year - ending month/year)

Occupation: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

(b) PRIOR EMPLOYER: \_\_\_\_\_ Full or Part Time \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

(beginning month/year - ending month/year)

Occupation: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

(c) PRIOR EMPLOYER: \_\_\_\_\_ Full or Part Time \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

(beginning month/year - ending month/year)

Occupation: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

(d) PRIOR EMPLOYER: \_\_\_\_\_ Full or Part Time \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

(beginning month/year - ending month/year)

Occupation: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

(e) PRIOR EMPLOYER: \_\_\_\_\_ Full or Part Time \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

(beginning month/year - ending month/year)

Occupation: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

(f) PRIOR EMPLOYER: \_\_\_\_\_ Full or Part Time \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

(beginning month/year - ending month/year)

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  
(Applicant Please Print your name)

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) (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  
(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 \_\_\_\_\_  
(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  
(Print name of notary) (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 \_\_\_\_\_  
(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 \_\_\_\_\_  
(Print name of notary)

\_\_\_\_\_ 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.  
(Print name of reference)

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 \_\_\_\_\_

(Print name of notary)

(Print name of reference)

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 \_\_\_\_\_

(Print name of notary)

(Print name of reference)

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 \_\_\_\_\_

## EXAMINATION 1

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**Name of Applicant**

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**Agency Name (if Applicable)**

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**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.

# 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.