APPLICATION FOR PRIVATE INVESTIGATOR LICENSE

INSTRUCTIONS

WHO MAY APPLY
You may apply for a private investigator license if you are:

- at least 21 years of age unless apprentice 18 years,
- of good moral character.

WHERE TO APPLY
Bureau of Criminal Identification
3888 West 5400 South
Taylorsville, UT 84129
(801) 965-4445

HOW TO APPLY
Answer all questions in the application by typing or clearly printing in ink. Attach all documentation required. The application must be signed.

COST TO APPLY

- A non-refundable application fee of $243.25 for an agency license. This fee will license one private investigation agency and the owner or primary investigator of that agency.
- A non-refundable application fee of $143.25 for a registrant or apprentice license.

NOTE: The Bureau will accept cash, check, money order or credit cards. Credit card payment must include the 3 or 4 digit control number from the back of the card. Make check or money order payable to the “Utah Bureau of Criminal Identification”. There will be a $20.00 service charge for returned check. DO NOT SEND CASH IN THE MAIL.

WHAT YOU NEED TO APPLY
Include the following documents:

- PHOTOGRAPH:
  - One 2” x 2” color photograph, of passport quality, taken within 90 days of this application.

- PHOTOCOPY OF YOUR DRIVER LICENSE OR STATE ISSUED IDENTIFICATION CARD.

- FINGERPRINTS:
  - One completed fingerprint card (available at the Bureau). You may contact your local police department or sheriff’s office for assistance.
  - BCI does offer fingerprint services. The fee is $15.00 Must make an appointment online at BCI.UTAH.GOV for fingerprint services

NOTE: All attachments must be printed or typed to ensure legibility.

REGISTRANT OR APPRENTICE APPLICATIONS:
- A surety bond in the amount of $10,000 is required for each registrant or apprentice application. The bond must comply with the requirements in Utah Code Ann. § 53-9-110(2) and (3). Please attach a copy of the bond.

AGENCY APPLICATIONS:
- Liability Insurance in at least the amount of $500,000 is required for each agency application. The insurance must comply with the requirements in Utah Code Ann. § 53-9-109(2) and (3). Also attach a certificate of workers’ compensation insurance, if applicable. Please attach proof of the insurance.

DOCUMENTATION OF YOUR EXPERIENCE AND QUALIFICATIONS:

Agency License:
- The applicant must have at least 5,000 hours of investigative experience. If the applicant held a Utah registrant license or an apprentice license on or before May 1, 2010, then 2,000 hours of investigative experience is sufficient. Attach copies of the “Verification of Investigative Experience” form to show your hours worked.

Registrant License:
- The applicant must have at least 2,000 hours of investigative experience. Attach copies of the “Verification of Investigative Experience” form to show your hours worked.

Apprentice Applicant:
- An apprentice must work for a licensed private investigation agency.

APPLICATION PROCESSING

- Once the Bureau receives your application, a background investigation will be conducted.
- The application will then be reviewed by the Private Investigator Hearing and Licensure Board for recommendation of issuance.
- Please allow 90 days for processing your completed application. Do not call the Bureau regarding the status of your application unless you have not received notification within this time frame.

WARNING
Falsification of any information in this application may result in denial or revocation of a license and possible criminal prosecution.

Applications will be accepted from 8:00 a.m. until 5:00 p.m. Monday – Friday at the Bureau office. You may also apply by mail.
State of Utah
Department of Public Safety
APPLICATION FOR PRIVATE INVESTIGATOR LICENSE

Please read all instructions prior to completing this form. TYPE OR PRINT IN INK.
Your application will not be processed unless this form is completely filled out and all applicable questions have been answered.

Be sure to provide all supporting documents, one passport quality photo and one set of fingerprints. Enclose the appropriate fee amount in the form of cash, check, money order or credit card. Check should be made payable to “Utah Bureau of Criminal Identification”.

FEES ARE NON-REFUNDABLE
☐ Agency License - $243.25 ☐ Registrant License - $143.25 ☐ Apprentice License - $143.25

Note: fee includes $28.25 F.B.I. fingerprint fee.

Name__________________________________________________________
Date of Birth_________________ Place of Birth_________________

(First) (Middle) (Last)

Previously used Name(S)(Maiden, etc.)______________________________ Social Security Number__________________

Physical Address_________________________________________________

(Street) (City) (County) (State) (Zip)

Mailing Address (if different)________________________________________

Home Phone#_________________ Alt Phone #_________________ Driver Lic #_________________ St.

Height_________________ Weight_________________ Eye Color_________________ Hair Color_________________ Sex________ Race________

ALL APPLICANTS: Please answer “Yes” or “No” to all questions below. A complete criminal background check will be conducted including expunged and juvenile court records. If you answer “Yes” to any question, attach documentation explaining your answer.

☐ Yes ☐ No Have you ever been convicted of a felony?
☐ Yes ☐ No Have you ever been convicted of any act involving illegally using, carrying, or possessing a dangerous weapon?
☐ Yes ☐ No Have you ever been convicted of any act of personal violence?
☐ Yes ☐ No Have you ever been convicted of any act constituting dishonesty or fraud?
☐ Yes ☐ No Have you ever been convicted of any act involving moral turpitude? (i.e., theft, shoplifting, sex crimes, etc.)
☐ Yes ☐ No Are you currently on probation, parole, or named in an outstanding arrest warrant?
☐ Yes ☐ No Have you ever been licensed as a private investigator in another state or jurisdiction?
☐ Yes ☐ No If you were previously licensed as a private investigator in another state or jurisdiction, were you ever charged with a civil or criminal violation that resulted in disciplinary action against your license?

AGENCY APPLICANTS: Provide information below regarding your P.I. agency.

AGENCY NAME______________________________ PHONE #__________________

AGENCY ADDRESS______________________________

(Street) (City) (State) (Zip)

MAILING ADDRESS (If different)______________________________

(Street) (City) (State) (Zip)

REGISTRANT OR APPRENTICE APPLICANTS: Provide information below regarding the P.I. agency you will be working for.

AGENCY NAME______________________________ PHONE #__________________ AGENCY #__________________

SIGNATURE OF AGENCY LICENSEE OR DESIGNEE:______________________________

Utah Bureau of Criminal Identification 3888 W 5400 S Taylorsville Utah 84129 - - - - - BCI-1523A-1110

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ALL APPLICANTS: Please read and sign the statement below.

I understand that it is a class A misdemeanor to engage in fraud or willfully misrepresent information in this application. I also understand that my application may be denied if I knowingly make a material misstatement in connection with this application pursuant to Utah Code Ann. § 53-9-113(1)(d). I hereby declare under criminal penalty of the State of Utah that the information contained on this application is true and correct.

Executed on:___________________ at__________
(Date) (Time)

____________________________________
(Signature)

METHOD OF PAYMENT (CHECK APPROPRIATE BOX)  Payment enclosed (check or money order only)  □  Credit Card □

Credit Card payment must include 3 digit control number found on the back of the credit card. There is a $20.00 service charge for any returned check.

Credit Card Signature_________________________  Zip Code Associated with Credit Card ________________

Credit Card Orders: *Visa ☐ *MasterCard ☐ *AMEX ☐ *Discover ☐

Card Number-15 digit AMEX or 16 digit Visa, MasterCard or Discover  3 or 4 Digit Control #  Expiration Date

__________________________  ___________________________  ___________________________  ___________________________