



State of Utah  
Department of Public Safety  
**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  
4315 S 2700 W Ste 1300  
Taylorsville Utah 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 \$247 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 of \$147 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 a check or money order payable to the "Utah Bureau of Criminal Identification". There will be a \$20.00 service charge for a 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 \$20.00. Must make an appointment online at [BCI.UTAH.GOV](http://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 Bail Bond Recovery and Private Investigator 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**

Bureau Use Only

**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. The check should be made payable to "Utah Bureau of Criminal Identification".

**FEES ARE NON-REFUNDABLE**

☐ Agency License - \$247      ☐ Registrant License - \$147      ☐ Apprentice License - \$147

Note: *fee includes \$32.00 F.B.I. fingerprint fee.*

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
(Last) (First) (Middle)

Previously used Name(S)(Maiden, etc.) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Physical Address \_\_\_\_\_  
(Street) (City) (County) (State) (Zip)

Mailing Address (if different) \_\_\_\_\_

Home Phone# \_\_\_\_\_ Email \_\_\_\_\_ 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.

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you ever been convicted of a felony?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you ever been convicted of any act involving illegally using, carrying, or possessing a dangerous weapon?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you ever been convicted of any act of personal violence?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you ever been convicted of any act constituting dishonesty or fraud?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you ever been convicted of any act involving moral turpitude? (i.e., theft, shoplifting, sex crimes, etc.)   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Are you currently on probation, parole, or named in an outstanding arrest warrant?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you ever been licensed as a private investigator in another state or jurisdiction?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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 \_\_\_\_\_

**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

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