



# INDIANA PRIVATE INVESTIGATOR AND SECURITY GUARD LICENSING BOARD

## OBTAINING YOUR INDIANA PRIVATE INVESTIGATOR FIRM LICENSE

*First Time Licensees Or New Qualifier*

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NOTICE: This packet incorporates the most recent revisions of statutes and administrative rules governing the private investigator profession, as of January 1, 2012. Note that the statutes and rules incorporated in the packet are not an official version of the Indiana Code. It is distributed as a general guide to individuals in the private investigator profession regulated by the Private Investigator and Security Guard Licensing Board and the Indiana Professional Licensing Agency. It is not intended to be offered as legal advice, and it may contain typographical errors. The Private Investigator and Security Guard Licensing Board and the Indiana Professional Licensing Agency are prohibited from providing legal advice on issues contained herein. For legal advice, please consult an attorney. To obtain official copies of the Indiana Code or Indiana Administrative Code, contact your nearest public library or visit the website of the Indiana General Assembly at [www.in.gov/legislative](http://www.in.gov/legislative).

## Instructions

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*You should use this packet if you are an initial applicant for a Private Investigator Firm or a New Qualifier for an existing licensed Private Investigator Firm in the State of Indiana.*

### Quick Steps

1. Forms you must complete:
  - ✓ **Private Investigator Firm Application** – State Form 53325 – 4 pages
    - *Important Notice: Be sure to answer ALL questions. If the question does not pertain to your situation, enter “N/A” or “none” to assure your application is processed quickly.*
    - **Page 3: Verification of Experience Form:** This form needs to detail at least 4,000 hours or more of private investigator work as per **874 IAC 1-2-1**
2. Documents to submit:
  - ✓ Criminal background checks
    - To be completed for each city, county, and state of residence within the previous 7 years.
      - *Important Notice: The background checks must be completed at each local jurisdiction. Third party background checks will not be accepted.*
  - ✓ Fingerprint-based criminal background check – Must be the original document from the Indiana State Police.
    - This is your background check completed through MorphoTrust USA
    - (formally L-1 Identity Solutions).
  - ✓ Proof of Limited Liability Insurance with a minimum of \$100,000 with the State of Indiana listed as an additional insured.
  - ✓ Academic Transcripts (if applicable)
  - ✓ DD 214 – Military Experience (if applicable)
  - ✓ Corporate filing paperwork from the Indiana Secretary of State (if applicable)
  - ✓ Verification of professional licensure from each state where licensure is held or has been held (if applicable)
3. Fee: Application fee of \$300.00 is due with submission of application.
4. Mail: Completed Forms to:

**Indiana Professional Licensing Agency**

Attn: Private Investigator and Security Guard Licensing Board  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204-2700

## What Happens Next

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1. Once you submit your application, a case manager will review your information and application. If you have failed to complete the forms properly or if any documentation is missing, you will be contacted by email to remedy the problem.
2. Upon receipt of all necessary information and forms, your case manager will prepare your documents to be reviewed by the Private Investigator and Security Guard Licensing Board. **Your application file must be received and completed at least one (1) week prior to the Board Meeting in order to be reviewed.** Once your file is complete, your information will be presented at the next Private Investigator and Security Guard Licensing Board meeting.
  - o **2013 Board Meeting Dates:**
    - ✓ January 10<sup>th</sup>
    - ✓ March 14<sup>th</sup>
    - ✓ May 9<sup>th</sup>
    - ✓ July 11<sup>th</sup>
    - ✓ September 12<sup>th</sup>
    - ✓ November 14<sup>th</sup>
3. Once the Board has made their decision, your case manager will contact you, by email or mail, and notify you of the Board's decision.
  - o Approval: If your application has been approved, your case manager will email you an issuance letter and license number.
  - o Approved Pending: If your application has been approved pending, your case manager will email you an approval letter stating your approval with the issuance pending specific requirements.
  - o Tabled: If your application has been tabled, you will receive notice in the mail as *the Board may require you to make a personal appearance at the next Board meeting before finalizing the decision on your application.*
  - o Denial: If your application has been denied, you will be notified by mail.
4. Please be advised that it is the responsibility of the applicant to ensure the file is complete. Your application will be considered abandoned after one (1) year from the date it was originally received by the Indiana Professional Licensing Agency. If all the requested information has not been received within this one (1) year you must reapply in order to be considered for licensure.
5. Take a few minutes to review the Private Investigator and Security Guard Statutes and Rules Compilation which can be found here: [Statutes and Rules](#)



## Frequently Asked Questions Regarding Private Investigator Firm Applicants

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**Question: *How do I apply for a Private Investigator Firm or Security Guard License?***

Answer: The application may be downloaded from our [website](#). The completed application, fee, verification of experience, and all background checks are required in order for the application to be reviewed by the Board. Insurance may be obtained after the application has been approved but a license will not be issued until proof of insurance is received. Staff will review all applications for completeness but the Board determines whether or not an applicant is granted a license.

**Question: *Does Indiana license individual employees of a PI Firm or SG Agency?***

Answer: No. The State of Indiana only licenses businesses based on the qualifications of one individual (the qualifier). Employees of a licensed PI Firm or SG Agency are not licensed. A licensee is civilly responsible for the good conduct of all employees while the employees are acting on behalf of the licensee.

**Question: *Can I verify my own work experience to meet the 4,000 hour requirement?***

Answer: No. Someone other than the applicant, who is familiar with the applicant's experience, must verify the work experience.

**Question: *What is the procedure for changing qualifiers of an existing PI Firm or SG Agency?***

Answer: An application for a New Qualifier must be completed and submitted to the Board for review and approval. The fee is the same as a new license.

**Question: *What is the licensing fee?***

Answer: The fee for issuance or renewal of a private investigator firm or security guard agency license is \$300.00 (the issuance fee is \$150.00 if the license will expire less than one year after the issuance). A late fee of \$50.00 is assessed if a renewal is not received by the expiration date of the license.

**Question: *When does a license expire?***

Answer: A license expires on October 1 every four years (2015, 2019, etc).

**Question: *Does holding a valid PI firm or SG agency license authorize me to carry a handgun or weapon?***

Answer: No. Nothing in the statutes and rules shall be construed to authorize any licensee, or employee of a licensee, to carry any weapon.



**Question:** *Does holding a valid PI firm or SG agency license authorize me to arrest an individual?*

Answer: No. A licensee, or employee of a licensee, has no arresting authority. Only a law enforcement officer/official may arrest an individual.

**Question:** *What type of insurance is required?*

Answer: Professional liability insurance of at least one hundred thousand dollars (\$100, 000) is required. The policy must list the State of Indiana as an additional insured. The address of the Board must also be included on the certificate (this is used to notify the Board if the policy is cancelled). Failure to maintain insurance shall result in a suspended license, IC 25-30-1.3-16(3)(c).

**Question:** *Do advertisements need to contain the license number?*

Answer: Yes, per IC 25-30-1.3-14, an advertisement by a licensee soliciting or advertising for business must contain the name and address of the licensee as it appears in the records of the board. Per 874 IAC 1-1-2, advertising includes, but is not limited to: business cards, identification cards, letterheads, invoices, business websites, other forms that may be used to advertise the licensee's business.

**Question:** *Where can I obtain a copy of my license once I have been issued a license number?*

Answer: You can go to our website at [in.gov/pla](http://in.gov/pla) and click on the link "Order or Print a License" under the Online Services. Your login and password will both be your license number.

**Question:** *Are there any regulations regarding the name of my Private Investigator Firm or Security Guard Agency?*

Answer: When naming your new company we encourage you to choose a unique name. 872 IAC 1-1-2(b) of the Private Investigator and Security Guard rules & regulations does state that no name or advertisement should be construed to be connected with any local, state, or federal law enforcement agency. The Board does have the ability to request a name change before an application is approved. If you are currently licensed in another state using a name not acceptable for use in Indiana, please obtain a DBA (doing business as) registration from the Indiana Secretary of State.



## Private Investigator Firm Licensing Fees

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The fees listed below are non-refundable and non-transferable.

Issuance Fee	\$300.00
Issuance Fee	\$150.00 (if less than one (1) year before quadrennial renewal date)
Renewal Fee	\$300.00
Renewal Late Fee	\$50.00
Wall/Pocket Card	\$10.00

## Completing the Forms

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- These forms cannot be completed online.
- You may use the **Auto Fill Feature** within this PDF to assure that your information is easy to read. The auto fill feature allows you to click onto the spaces that need filled in and type the information. Once completed, you can print and sign.
- If you choose to download the form and complete, be sure that you print clearly.

### Private Investigator Firm Application – State Form 53325 – 4 pages

#### Page 1

**You** must complete this form in its entirety.

- ✓ You must select either “New Private Investigator Firm” or “New Qualifier for an Existing Licensed Private Investigator Firm”

#### Section – ***Firm Qualifier Information***

- ✓ To be completed by the individual qualified by the requirements to hold the firm license.
- ✓ Remember to include all addresses in which you have resided for the past 7 years.
- ✓ Be sure to insert information in all blank areas. If it does not apply, insert “None” or “N/A”
- ✓ You must have a Social Security number to obtain a license in Indiana.

#### Section – ***Firm Qualifier Information***

- ✓ To be completed with the business information. (*Firm name listed on the application will be exactly how the name will appear on the license.*)
  - Keep in mind that your name should be unique and should not be construed to be affiliated with any local, state, or federal law enforcement agency.
- ✓ If you select “Yes” as being registered to conduct business in the state of Indiana as a Corporation, LLC, or Partnership, you must attach a copy of your Secretary of State paperwork.
  - Out of state companies must register as a Foreign Corporation unless you are an individual owner.

#### Page 2

#### Section – ***Firm Liability Insurance Information***

- ✓ Complete with your insurance information.
- ✓ If you are waiting for your approval, you must write “Pending Approval.”

#### Section – ***Firm Qualifier Education Information***

- ✓ If applicable, provide your educational information and submit an Original copy of your transcript if you are intending to use a college degree as your qualification for licensure.
  - If your degree is not clearly stated on your transcript as Criminal Justice, please provide a brief degree description.

#### Section – ***Firm Qualifier Employment Experience Information***

- ✓ Complete in its entirety, all three sections. List any pertinent information directly related to your experiences.

**Page 3**

**Verification of Experience Form (No other form of documentation will suffice)**

Section – **Section I**

- ✓ Must be completed by **you**.

Section – **Section II**

- ✓ Must be completed by a former or present employer. You **cannot** verify your own experience.

Section – **Section III**

- ✓ Must be completed by the verifier with a notary present.

**Page 4**

**Other State Licensure / Certification / Registration / Permit**

- ✓ Complete this section in its entirety. Provide documentation to verify your out of state licenses if applicable.
- ✓ If you have any convictions, you must supply the supporting legal documentations regarding the conviction(s).
- ✓ Sign and date.

Section –

**Application Affirmation**

- ✓ Sign and date.



## Your Resources

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### Private Investigator and Security Guard Licensing Board

Website: [in.gov/pla/pisg.htm](http://in.gov/pla/pisg.htm)

Email: [pla11@pla.in.gov](mailto:pla11@pla.in.gov)

Phone: (317) 234-3040

Mail: Indiana Professional Licensing Agency  
Attn: Private Investigator and Security Guard Licensing Board  
402 West Washington Street, Room W072  
Indianapolis, IN 46204

Statutes and Rules: [http://www.in.gov/pla/files/PISGLB.2012\\_EDITION\(1\).pdf](http://www.in.gov/pla/files/PISGLB.2012_EDITION(1).pdf)



## Your Application Checklist

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- ✓ **Follow** this checklist to help you complete the application process.
- ✓ **Retain** this checklist in your files to help you track your progress.

### 1. Completed Application:

1. Attached picture (passport quality)
2. Type of application designed
3. Current contact information full address and email address
4. Social Security number
5. All places of residence in the last 7 years
6. Name of firm (and license number if new qualifier)
7. Insurance information noted or "upon board approval" listed
8. Verification of experience detailing 4,000 hours of experience
9. Answer all Yes/No questions
10. Applicant affirmation signed and dated
11. Applicant affirmation signed and dated

### 2. Supporting Document:

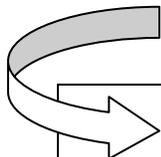
1. Criminal Background Check from each City, County and State of Residence Within Previous Seven (7) Years
2. Fingerprint-Based Indiana State Police Criminal Background Check from MorphoTrust USA
3. DD-214 Form in lieu of criminal background check during 7 previous years (if applicable)
4. Proof of Limited Liability Insurance (unless waiting on Board approval)
5. Official Academic Transcripts (if applicable)
6. Corporate Filings (if applicable)
7. Verification(s) of Professional Licensure from each state where licensure is held or has been held (if applicable)

### 3. Application Fee \$300.00: (Payable to the *Indiana Professional Licensing Agency*)

Check #: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Mail Application, Supporting Documents and Application Fee to:

Indiana Professional Licensing Agency  
Attn: Indiana Auctioneer Commission  
402 West Washington Street, Room W072  
Indianapolis, IN 46204



#### Track Your Application

Mailed my application, supporting document and application fee (date): \_\_\_\_\_

My application was received (date): \_\_\_\_\_

Board meeting application review (date): \_\_\_\_\_

My license number: \_\_\_\_\_

Expiration date: \_\_\_\_\_