



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
DIVISION OF REGULATORY BOARDS  
PRIVATE INVESTIGATION AND POLYGRAPH COMMISSION  
500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-1167  
615.741.4827 FAX 615.532.2965  
[www.tn.gov/commerce/boards/](http://www.tn.gov/commerce/boards/)

## PRIVATE INVESTIGATOR - APPLICANT INSTRUCTIONS

REMOVE THIS PAGE BEFORE YOU SUBMIT YOUR APPLICATION - RETAIN THIS INFORMATION FOR YOUR RECORDS

<b>FEES:</b>	<b>Application Fee</b>	<b>\$150.00</b>
	<b>Fingerprint Processing Fee:</b>	<b>\$ 60.00 (If this office processes your print cards)</b>
	<b>License Fee</b>	<b>\$100.00</b>

You may not accept employment or engage in the practice of private investigations until your Private Investigator License or Private Investigator Apprentice Permit has been issued and you work under a licensed Private Investigation Company.

- ❖ Before proceeding, review the Tennessee Private Investigators Licensing and Regulatory Act and Administrative Rules. It is your responsibility to know and understand the laws and rules regulating private investigators in the State of Tennessee. [www.tn.gov/commerce/boards/pi/index.shtml](http://www.tn.gov/commerce/boards/pi/index.shtml)
- ❖ If you fail to respond to any correspondence from this office, your application will be closed or denied. Read and complete each portion of the application.

### Applicants must be at least Twenty-One (21) Years old. All applicants must submit:

- **An application** completed in its entirety. The application shall be subscribed and sworn to by the applicant before a duly appointed Notary Public.
- **Application fees** are **non-refundable** and **must** be submitted with the application. Make checks payable to the Tennessee Department of Commerce and Insurance
- **Fingerprint Processing: Three (3) sets of classifiable fingerprint cards with fingerprint processing fees or a photocopy of your receipt for electronic submission.**
- **Two (2) color passport style photos** must be submitted with the application. Place photos in a small envelope with your name printed on the back of the photos and on the envelope and attach to the application.
- You must answer each question on the application. If you need additional space to answer any question, attach an 8 ½ x 11 sheet and identify the question number you are answering.
- **All information on charges, arrests and convictions** must be fully disclosed and charging instruments, final court dispositions and explanations **must be submitted with your application. Please refer to Administrative Rules 1175-01-.04 (5), (6), (7), (8) and (9) for information regarding criminal convictions and other circumstances that may disqualify an applicant.**
- **Examination - Each applicant is required to successfully complete the private investigator licensing examination.** You must make your own arrangements to take the examination. *Examination Candidate Information Bulletin* is available on the Commission website.
- **Company Affiliation Requirement - A letter of endorsement/affiliation from the Private Investigation Company, signed by the owner/qualifying agent, must accompany all Private Investigator License applications.** If you do not have a Private Investigation Company affiliation your application will be accepted and processed, but will not be approved or issued until you have provided this office with documentation of the required Private Investigation Company affiliation.
- **Apprenticeship - In order to be considered for apprentice status, the applicant must be affiliated with a licensed Tennessee Private Investigation Company. Complete a private investigator license application. Submit the application with the required application fees, fingerprint cards with fees or proof of electronic submission, and photos, as well as, a written notice of Intent to Sponsor as an Apprentice from the owner or qualifying agent of the licensed Private Investigation Company.**
  - **Apprentice status is intended to serve as a training, or learning period. Sponsors shall assume a training status by providing personal direction and control of the apprentice private investigator. An apprentice may not work without the direct supervision - in the physical presence of - a licensed private investigator. Applicants for private investigator apprentice must complete all licensing requirements, including scheduling the private investigator examination, during the apprentice period. Apprenticeship is limited to six (6) months and a person shall be able to apply for apprentice status only once.**



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File #
Xact #

## PRIVATE INVESTIGATOR LICENSE - APPLICATION

Instructions: Please read this entire application carefully. Complete all sections and have notarized before returning with the appropriate application fee to the above address. Please note: application fees are not refundable. Submit additional information for any item on a separate sheet of paper.

1. Are you applying as an Apprentice Investigator? Yes  No   
 If yes, a letter from your private investigation company sponsor **MUST** accompany the application.

2. Personal Data:

Social Security Number	Last Name	First Name	Middle Name
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Residence (Street) Address, Apt. No.	[From Mo/Yr To Mo/Yr]
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City	State	Zip Code
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(Area Code) Home Phone Number	E-mail address
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Date of Birth (M/D/Y)	Age	Place (City,State) of Birth	Sex(M/F)	Race	Height	Weight	Hair	Eyes
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a. Are you a United States Citizen? Yes  No   
 If you are **NOT** a US Citizen or Resident Alien your application will be denied. Applicants who have Resident Alien status must provide documentation of their citizenship status.

b. Have you ever used a name other than the one by which you are applying? Yes  No   
 If yes, give the name(s):

Explain why the name(s) was used:

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3. **Required Private Investigation Company Data:** This information refers to the private investigation company that you will be affiliated with. Complete this section if you are also applying for a company license. If you are not making application for a Private Investigation Company, this application must be accompanied by correspondence from your Private Investigation Company employer, signed by the owner/qualifying agent, which states the effective date of your affiliation and your position with the company.

Name of Private Investigation Company	Supervisor's Name
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Business Address (Physical Location)	City	State	Zip Code
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Mailing Address (If different from above)	City	State	Zip Code
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(Area Code) Telephone Number	(Area Code) Fax Number	Company Email/Website
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**4. Previous Applications/Licenses:**

- a. Have you previously applied for a private investigator license in Tennessee? Yes  No   
 •If yes, when did you apply? \_\_\_\_\_  
 •If yes, was your license issued? (If no, please attach an explanation.) Yes  No   
 •If yes, has your license ever been suspended or revoked? Yes  No
- b. Are you currently licensed or registered as a private investigator in any other state? Yes  No
- c. Has any license or permit issued to you or applied for by you ever been denied, suspended or revoked by this State or any governmental or regulatory body or officer in this State or elsewhere? Yes  No   
 (If yes, explain fully, setting forth details for each answer and providing documentation. Attach additional sheets if necessary)

**5. Residences:** List all residences at which you have lived for the past five (5) years. Include your current address. (Attach additional sheets if necessary.)

Street Address	City	State	Zip Code	From (Mo/Yr)	To (Mo/Yr)

**6. Employment Record:** List all jobs or occupations you have held in the immediate past five (5) years. (Attach additional sheets if necessary.)

Employer Name	City	State	Zip Code	From (Mo/Yr)	To (Mo/Yr)

**7. Criminal History Information:**

Please refer to **Tenn. Code Ann. § 62-26-217(4)** and **Administrative Rules 1175-01-.04 (5), (6), and (7)** for information on criminal convictions that may disqualify an applicant. If you check "no" to any of the following questions regarding arrests or charges and there is an arrest record listed on your TBI or FBI report, your application could be denied for a material misstatement.

DUI or DWI charges are considered criminal charges. Misdemeanor citations and charges where you may not have been fingerprinted or booked, but were required to pay court costs or fines, are routinely reported to the TBI and FBI as a charge/arrest. **These types of charges must also be disclosed on your application.**

**Record Expungements:** If you were told that a charge or arrest would be expunged from your record, and you would not need to report the charge as an arrest, you should verify with the court that the record was expunged and that you have "no arrest record" for the charge or arrest before completing your application for licensure. Failure to report charges or arrests that have not been expunged from your record could result in the denial of your application for a material misstatement.

**If you answer yes to any of these questions, it will be necessary for you to provide the following for each charge: a copy of the charging instrument (indictment, criminal information or complaint), certificate of disposition from the court, including suspended or deferred sentences, and a written explanation of the events that surrounded the charge(s). If the court no longer has these records on file, you must obtain a letter from the judge or court clerk stating so.**

**a. Have criminal charges ever been placed against you in Tennessee or any other state?** Yes  No   
 If **YES**, what state(s) \_\_\_\_\_  
 If **NO**, go to question #8.

**b. Were criminal charges filed against you?** Yes  No   
 If yes, please list the charges below. (Attach additional sheets if necessary.)

Date	Charge	City	State
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**c. Did you appear in court?** Yes  No

**d. Were the charges against you dismissed?** Yes  No

**e. Were you found guilty of any offense(s)?** Yes  No

**f. If you were found guilty, what was the sentence of the court?** (List the sentence below. Indicate the fine, any time served, deferred sentence, suspended sentence, or period of probation.) (Attach additional sheets if necessary.)

Date	Charge	Sentence	Probation Completed Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**g. Are you currently on a deferred sentence or on probation?** Yes  No

**h. Do you currently have criminal charges pending against you?** Yes  No

If you answer yes to this questions, it will be necessary for you to complete the information below, and provide the following for each charge: a copy of the charging instrument (indictment, criminal information or complaint), and attach an explanation of the circumstances surrounding the charge(s). You must provide this office with a certificate of disposition from the court, including suspended or deferred sentences, within thirty (30) days of the charges being resolved by conviction, dismissal, or other action taken by the court. (Attach additional sheets if necessary)

Date of Arrest	Charge	Court of jurisdiction (City, State)	Arraignment/Court Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**8. Are you the subject of a court order restraining you from committing an act of “domestic violence”?** Administrative Rule 1175-01-04(9). If yes, please provide a copy of any such order. Yes  No

**9. Have you ever been declared incompetent by reason of mental defect or disease?** Yes  No   
 If yes attach documents showing that a court has since declared that you are competent.

**10. Are you currently suffering from habitual drunkenness or any narcotic addiction or dependence?** Yes  No   
 If yes, attach proof (if applicable) of having completed treatment program(s).

**11. Have you ever served in the Military Service?** Yes  No   
**a. Did you receive a Honorable discharge?** Yes  No

If other than Honorable discharge, attach a separate sheet of paper explaining the discharge, a copy of your DD214, and copies of all final judgments or dispositions of charges.

12. Have you read the Tennessee laws pertaining to the Private Investigators Licensing and Regulatory Act and the corresponding Administrative Rules, and do you understand your responsibilities? Yes  No

**I HAVE ENCLOSED:** [Failure to include all required documents will delay processing and issuance of your license.]

- **The Required Application and Fingerprint Fees:** In accordance with Administrative Rules 1175-01, you must include all applicable fees required for the processing of your application.
- **Three (3) sets of classifiable fingerprint cards with fingerprint processing fees or a photocopy of your receipt for electronic submission.**
- **All information on criminal charges, arrests and convictions** must be fully disclosed and charging instruments, final court dispositions and explanations **must be submitted with your application. Please refer to Administrative Rules 1175-01-.04 (5), (6), (7), (8) and (9) for rules regarding criminal convictions and other circumstances that may disqualify an applicant.**
- **Correspondence from private investigation company employer regarding your license affiliation.**

**NOTICE, AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT**

I, the undersigned applicant, do hereby authorize the *Tennessee Department of Commerce and Insurance, Division of Regulatory Boards, Private Investigation and Polygraph Commission* to procure a consumer report and/or investigative consumer report on me. I understand that this authorization and release shall be valid for subsequent consumer and/or investigative consumer reports during my period of certification, licensure or registration by this agency for the purpose of investigating my credit references, and any workplace misconduct or criminal activity for which I am alleged to have been involved in.

These above-mentioned reports may include, but are not limited to, information as to my character, general reputation, and personal characteristics, discerned through employment and education verifications, personal references, personal interviews, my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to the Tennessee Department of Commerce and Insurance, including but not limited to any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I understand that any false statement(s) and/or misrepresentation(s) given by me on this application or on any attachments will be punishable under Tenn. Code Ann. § 62-26. Therefore, I certify that all answers, statements, and information given herein and on any attachments, are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of Applicant)

Subscribed and sworn to, before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

[NOTARY SEAL]

\_\_\_\_\_  
(Signature of Notary Public)