



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF REGULATORY BOARDS
PRIVATE PROTECTIVE SERVICES
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-1158
615.741.6382 FAX 615.532.2965
www.tn.gov/commerce/boards/

PRIVATE INVESTIGATION COMPANY - APPLICANT INSTRUCTIONS

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

<u>Fees:</u>	<u>Application Fee (Non-Refundable)</u>	<u>License Fee</u>
Company with 0-1 Investigator*	\$ 250.00	\$125.00
Company with 2-5 Investigators*	\$ 500.00	\$250.00
Company with over 5 Investigators*	\$1,000.00	\$500.00
Branch Office	\$ 100.00	\$100.00
Fingerprint Processing Fee:	\$ 60.00 (If this office processes your print cards)	

*Note: Tennessee Private Investigation Company application, license and renewal fees are based on the number of private investigator licensees, license applicants or private investigator apprentices, whose license is, or will be, affiliated with the company license. Investigator Affiliates: All investigators affiliated with your Tennessee Private Investigation Company shall be listed on the "Notarized Statement of Affiliates" submitted for initial issuance or renewal of the main office license. License and renewal fees, for the main office, are based on the number of investigators affiliates licensed in Tennessee. Branch office fees are not based on investigator affiliates.

- ❖ You may not offer to provide investigative services until your Private Investigation Company License has been issued.
- ❖ Before proceeding, read 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
- ❖ 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 SUBMIT:

- An application completed in its entirety. The application shall be subscribed and sworn to by the applicant (if the applicant is an individual), by each partner (if the applicant is a partnership), or by the qualifying agent (if the applicant is a corporation) before a duly appointed Notary Public.
- The Required Application and Fingerprint Fees: Applicants must include all applicable fees required for the processing of your application. Application and fingerprinting fees are non-refundable.
- Three (3) sets of classifiable fingerprint cards with fingerprint processing fees or a photocopy of your receipt for electronic submission.
- Letters of Good Standing from other states or jurisdictions where license is held. Administrative Rule 1175-01-.19(5)
- Detailed Resume.
- Documents Verifying Experience: In accordance with Tenn. Code Ann. §62-26-206(6), Administrative Rule 1175-01-.19 Attach written verification from previous employer(s) documenting at least two thousand (2,000) hours of compensated, verifiable, investigative experience satisfactory to the Commission or provide letters and/or transcripts to document one (1) year of applicable, related experience or education in a related area of study approved by the Commission. Acceptable proof of experience includes documentation from previous employers, submitted on that employer or agency letterhead, stating the number of hours for which the applicant was compensated and a detailed job description showing actual work experience. Acceptable proof of education included transcripts from an accredited college or university showing the course of study along with the number of hours completed and evidence of any degree earned.
- Document listing all residences for the immediate past five (5) years.
- Credit reference documents in response to question "2-f" on the application.
- Notarized statement of affiliates.
- Examination: Each applicant will be required to take the private investigation company examination. You must make your own arrangements to take the examination. An Examination Candidate Information Brochure is available on our website.
- Fingerprint Processing: Each applicant, or if applying as a partnership, each partner must submit fingerprint cards with payment of the required processing fee or must submit prints electronically.
- All information on charges, arrests and convictions must be fully disclosed and 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 that could disqualify an applicant.
- Partnerships: Each partner must qualify by background check, experience and examination, and each partner must provide all of the required information with this application.
- Corporations: If applying as a corporation, the following information must be submitted:
 - The correct legal name of the corporation, the address of the corporate headquarters;
 - State and date of incorporation;
 - Documentation from the Tennessee Secretary of State showing the corporation is qualified to do business in this state;
 - The names of the principal corporate officers, and the business address, residence address and the office held by each in the corporation.

3. Experience: In order to qualify for an investigations company license you must document two thousand (2,000) hours of compensated, verifiable, investigative experience satisfactory to the Commission, or one (1) year of applicable, related experience or education in a related area of study approved by the Commission; and pass an examination. Attach a detailed resume and all required documentation to substantiate the required experience and/or education. You must include written verification from previous employer(s) documenting the required experience, or include transcripts from accredited colleges or universities documenting the required education. While a resume is required, a **resume is not considered proof of education or experience.**

4. 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 #5.

b. Please list the charges. Attach a separate sheet of paper, if necessary.

Date	Charge	City	State
Date	Charge	City	State
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? (Indicate the fine, any time served, deferred sentence, suspended sentence, or period of probation. List the sentence below.)

Date	Charge	Sentence	Sentence/Probation Completed Date
Date	Charge	Sentence	Sentence/Probation Completed Date
Date	Charge	Sentence	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 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 separate sheets if necessary.

5. 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

6. 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.

7. **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).
8. **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.
9. **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 fingerprint submission.**
- **Letters of Good Standing from other states or jurisdictions where license is held.** Administrative Rule 1175-01-19(5)
- **Residences - Document listing all residences for the immediate past five (5) years.**
- **Detailed Resume including employment information for the past five (5) years.**
- **Credit reference documents in response to question "2-F".**
- **Documents Verifying Experience:** In accordance with Tenn. Code Ann. §62-26-206(6), Administrative Rule 1175-01-19 Attach written verification from previous employer(s) documenting at least two thousand (2,000) hours of compensated, verifiable, investigative experience satisfactory to the Commission or provide letters and/or transcripts to document one (1) year of applicable, related experience or education in a related area of study approved by the Commission.
- **All information on charges, arrests and convictions must be fully disclosed and final court dispositions and explanations must be submitted with your application. Refer to Administrative Rules 1175-01-.04 (5), (6), (7), (8) and (9) for rules regarding criminal convictions that may disqualify an applicant.**
- **Notarized statement of affiliates.**

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.

{Partnership applicants must submit a separate signature page/release form for all partners}

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)



STATE OF TENNESSEE
 DEPARTMENT OF COMMERCE & INSURANCE
 DIVISION OF REGULATORY BOARDS
 PRIVATE INVESTIGATION AND POLYGRAPH COMMISSION
 500 JAMES ROBERTSON PARKWAY, 2ND FLOOR
 NASHVILLE, TENNESSEE 37243-1167
 PHONE (615) 741-4827 FAX (615)-532-2965

**TENNESSEE PRIVATE INVESTIGATION COMPANY LICENSE
 NOTARIZED STATEMENT OF AFFILIATES**

Listed below, as required by *Tennessee Code Annotated § 62-26-208(g)* is a complete register of all Private Investigator Licensees, Private Investigator License applicants and Private Investigator Apprentice applicants affiliated with (employed by) the following Private Investigation Company:

 Name of Investigation Company

Owner and/or Qualifying Agent Name: _____

License #: _____

1. Does owner/qualifying agent hold a Tennessee Private Investigator License? Yes No
2. Is owner/qualifying agent applying for a Tennessee Private Investigator License? Yes No

***Affiliate Register:** List all Private Investigator Licensees, Applicants and Apprentice Applicants (Full Name and License Number):

* Note: Tennessee Private Investigation Company Application, license and renewal fees are based on the number of private investigator licensees, license applicants or private investigator apprentices, whose license is, or will be, affiliated with the company license. Investigator Affiliates: All investigators affiliated with your Tennessee Private Investigation Company shall be listed on the "Notarized Statement of Affiliates" submitted for issuance or renewal of the main office. License and renewal fees, for the main office, are based on the total number of investigator affiliates licensed in Tennessee. Branch office fees are not based on investigator affiliates.

_____	_____
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_____	_____

Signature of Owner/Each Partner/Corporate Qualifying Agent _____

Date _____

Sworn and subscribed to before me this _____ day of _____, 20_____.

[Notary Seal]

 Signature of Notary Public

My Commission expires: _____