



Private Detective/Security Agency - Frequently Asked Questions

- **How long does it take for applications to be processed?**
 - When DSPS receives an application, our goal is to complete the initial processing of the application within **10 business days**. Please allow processing time before inquiring about the status of an application. If 10 business days have passed from the date the payment was processed, you may check the application status online by [clicking here](#), calling the Customer Service Center at 608-266-2112, or emailing dps@wisconsin.gov. **Please note, if your payment has been processed, your application has been received and will be reviewed in the order it was received.**
- **Can applicants apply for licensure online?**
 - Yes. The Online Licensure Application System (OLAS) is a great alternative to the paper application process. Apply online at <https://olas.wi.gov/>.
- **What is the DSPS office location and hours?**
 - We are located at 1400 East Washington Ave, Madison, WI 53703 and are open Monday through Friday, 7:45 am to 4:30 pm.
- **Where can I find current versions of application forms?**
 - DSPS frequently updates forms to ensure current and accurate information is provided. Using an outdated form will delay application processing. Please do not maintain a pre-printed supply of applications or forms to avoid these delays. Below are the links to current application forms:
 - Private Security Permit- <http://dps.wi.gov/Licenses-Permits/PrivateSecurityPermit/PSPforms>
 - Private Detective- <http://dps.wi.gov/Licenses-Permits/PrivateDetective/PDforms>
 - Private Detective/Security Guard Agency- <http://dps.wi.gov/Licenses-Permits/PrivateSecurityAgency/PDAGYforms>
 - Firearms Permit- <http://dps.wi.gov/Licenses-Permits/FirearmsPermit/FIREPforms>
- **What is the most common delay in application processing?**
 - The most common delay in processing time is due to applicants not including required documentation when completing [Form #2252- Convictions and Pending Charges](#) (if applicable). Page 2 of this form lists the documentation required for each conviction. Please stress to your employees that **applicants must report all convictions and pending charges to DSPS and provide the required paperwork** in order for the application to be reviewed for approval or denial by the legal team.
- **What do I need to do to meet the Annual Insurance Requirement?**
 - Private Detective/Security Agencies are required by [Wis. Stat. § 440.26\(4\)](#) to obtain a liability policy or bond that must be maintained and reported annually. As the credential holder, it is your responsibility to ensure the Certificate of Liability Insurance is submitted together with the required [Form 1482](#) and a Cut-Through Endorsement (if applicable). **DSPS is unable to accept forms that are submitted separately. If you do not submit these forms together, your agency will be out of compliance.** Please see the following information for further assistance: <http://dps.wi.gov/Licenses-Permits/PrivateSecurityAgency/PDAGYrenewal>.

- **Does my agency license entitle me to provide security or investigation services?**
 - No. It entitles you to hire licensed individuals to provide those services. You must be a licensed security guard or private detective to provide those services.

- **What is an FEIN, and do I need one?**
 - FEIN stands for Federal Employer Identification Number. You must obtain a FEIN from the Department of Revenue if you are applying for a private detective agency license, unless your agency will be a sole proprietorship. You may register for a FEIN by [clicking here](#) or contact the Department of Revenue at (608) 266-2776.

- **What do I need to do to set up my agency up as a Corporation, LLC, Partnership, or LLP?**
 - You may register your agency with the Department of Financial Institutions (DFI) by [clicking here](#) or calling (608) 261-7577. Please include copies of the documentation from DFI with your agency application.

- **I am changing the organizational structure of my agency (changing officers, changing type of business – i.e. from a sole proprietor to an LLC). What do I need to do?**
 - You may email the Department at DSPSCredSecurity@wi.gov or call us at (608) 266-2112 to explain the structure change and provide us with your agency license number.

- **My agency was licensed previously in Wisconsin but my license expired. What do I need to do to reinstate my license?**
 - If your license expired less than 5 years ago, you can submit your renewal form with the late renewal fee. If your license has been expired over 5 years, you will need to go through the entire application process again. You will submit the reinstatement fee (late renewal fee plus criminal records search fees) instead of the original licensure fee. The application lists the reinstatement fee.