

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INSTRUCTION PACKET FOR THE PRIVATE DETECTIVE LICENSE

To be licensed and to perform private detective services as defined in Wis. Admin. Code § SPS 30.02(12)(1), an applicant must be licensed under an existing licensed private detective agency or may apply for their own private detective agency license. If a person operates a private detective agency and conducts private investigations, both the individual and the agency (whether a corporation, partnership, limited liability company or a sole proprietorship) must be licensed.

No person may act as a private detective until the proper license has been issued by this Department. Failure to comply is in violation of Wis. Stats. § 440.26(8), and is subject to penalties. The private detective license will not be issued until the criminal records search results and all requested application materials have been received.

A complete application for a private detective license includes:

- Form #469, Application for Private Detective License
- Form #2687, Authorization for Release of FBI Information
- Insurance or Bond Information
 - EITHER Form #1482, Statement Concerning Liability Insurance + Certificate of Liability Insurance
 - OR Form #1483, Bond of Private Detective or Private Security Agency
- \$75.00 credentialing fee

INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. **Application for Private Detective License (Form #469)**: Complete the enclosed application and attach the appropriate fee.

An individual applying for both a private detective and a private detective agency license must complete the employer portion of the Application for Private Detective License (Form #469) as if the agency were already licensed, leaving the license number blank. The Department will fill in the license number.

2. **Fingerprints**: All applicants must submit their fingerprints electronically for a background check. Schedule an appointment with the Department's approved vendor, Fieldprint, by visiting their web site at: <http://www.FieldprintWisconsin.com/>.

Use the Fieldprint code "FPWISecurity" when prompted. The cost for the digital fingerprints will be \$39.25 and is expected at the time of reservation. You should plan to arrive at the test center fifteen minutes before the scheduled start time of the appointment for check-in.

You must submit your application to the department within 14 days of being fingerprinted.

Out of State Applicants: If you currently reside outside of the state of Wisconsin and are unable to come to Wisconsin to have digital fingerprints taken, you may submit fingerprints at any Fieldprint station in the United States by registering at the web site above and using the Fieldprint code "FPWISecurity" when prompted.

Criminal History Checks Notice: Provisions set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34, require us to notify you that your fingerprints may be used to check the criminal history records with the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The Department of Safety and Professional Services does not deny a license based on the information in the record itself, but does require the submittal of a certified copy of the criminal complaint and judgment of conviction in any matter which would appear to be cause for denial of a license.

3. **Authorization for Release of FBI Information (Form #2681)** must be signed by the applicant and returned with the application.

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4. **Convictions and Pending Charges (Form #2252):** All applicants will be required to answer questions on the application form about convictions of any crime, other violations and pending charges in Wisconsin or any other state. The Department will obtain a state and federal criminal records search on all applicants. If any applicant was **EVER** convicted of a felony in Wisconsin or any other state and not pardoned, the applicant's application will be denied. There are no exceptions.

If an applicant has been convicted of one or more misdemeanor or other violations or has pending charges and if the Department determines that the crimes or violations are substantially related to the practice of a private detective, the Department will not grant a license until it has received sufficient information to determine whether the license should be granted, denied or limited. It is the responsibility of the applicant to provide complete information to the Department. Applications are deemed complete after submission of all relevant background information by the applicant. A certified copy of the police report, criminal complaint and judgment of conviction is required for each conviction.

5. **Employment Requirement:** Every private detective applicant is required to be employed by a private detective agency licensed in Wisconsin. An authorized representative of your employing agency must complete page 3 of 4 of the application. If an applicant wishes to work for him or herself, a private detective agency license must be obtained by completing and submitting the Application for Private Detective Agency (Form #456) with the appropriate fee and required documentation. The private detective and agency applications may be submitted simultaneously.
6. **General liability insurance policy or bond:** A private detective must either be covered by a comprehensive general liability insurance policy maintained by the private detective agency or be bonded for \$2,000. Enclose either a copy of the certificate of liability insurance with Form #1482, Statement Concerning Liability Insurance, or Form #1483, Bond of Private Detective or Private Detective Agency. The Department is not able to issue a license until it has verified that you are covered by your employing agency's liability policy or you have received a bond.
7. **Examination:** The state licensing exam is available online from a home, work or public computer. Directions for accessing the exam will be emailed to you upon receipt and processing of your application.

Wisconsin Statutes and Administrative Rules: A copy of the Wisconsin Statutes and Administrative Code relating to the Practice of Private Detectives and Private Security Persons is available on the Department's web site. Visit <http://dsps.wi.gov/Licenses-Permits/PrivateDetective> and click on the link labeled "Profession Specific Codebook." If you wish to purchase a hard print copy from Document Sales, call 800-362-7253 or 608-264-9419 or send email to docsales@doa.state.wi.us.

The private detective license expires on August 31 of the even-numbered year. It may be renewed for a two-year period at that time.