

# Wisconsin Department of Safety and Professional Services

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### INSTRUCTION PACKET FOR THE PRIVATE DETECTIVE/SECURITY AGENCY LICENSE

**NOTE: Both private detective agencies and private security guard agencies are statutorily licensed as a "private detective agency."**

If your agency will provide private detective services as defined in Wis. Admin. Code § SPS 30.02(12)(a), you and anyone you employ who will be providing private detective services must be individually licensed as a private detective before performing those services. Individuals working as uniformed private security persons as defined in Wis. Admin. Code § SPS 30.02(13)(a) must obtain a private security permit from the Department.

No person may advertise, solicit or engage in the business of operating a private detective agency, or act as a supplier of private security personnel until the proper license has been issued by this department. Failure to comply is in violation of Wis. Admin. Code § 440.26(8), and is subject to penalties.

Owners, partners, corporate officers, or members of a limited liability company are not required to obtain a private detective license if they do not engage in private detective activities, nor are they are required to obtain a private security permit if they do not personally function as a private security person.

An applicant for a private detective/private security agency license must submit a complete application, which includes:

- Form #456, Application for Private Detective Agency License
- Each person who signs page 3 of Form #456 must:
  - submit page 5 separately
  - submit Form #2687, Authorization to Release FBI Information
  - submit fingerprints electronically – see <http://www.FieldprintWisconsin.com/> for details
- Form #2552, Addendum to Application – Business Entity
- Approval, Certificate of Authority or Certification of Registration from DFI
- 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 credential fee

### **INSTRUCTIONS FOR COMPLETING THE APPLICATION**

To be eligible to receive a private detective agency license, the following items must be completed and on file in the Department:

- 1. Application for Private Detective Agency (Form #456):** Complete the application and attach the appropriate fee.

Each applicant who signs on page 3 must answer the questions on page 5 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 misdemeanors 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 applicant's responsibility to provide complete information to the

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Department. Applications are considered complete after the Department receives all relevant background information by the applicant.

2. **Fingerprints:** Each applicant who signs page 3 of Form #456 must submit 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 travel 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. **Addendum to Application – Business Entities (Form #2552):** Complete the form and return with your employer identification number (FEIN) unless your agency will be a sole proprietorship and employ only yourself. Employer identification numbers can be obtained from the Department of Revenue at (608) 261-6249.
4. **Authorization for Release of FBI Information (Form # 2687):** This form must be submitted for each owner, member of the LLC or corporate officer of the agency in the presence of a witness, who must also sign and date the form.
5. **Corporation, Limited Liability Company, Limited Liability Partnership or Foreign Corporation:** Attach Copy of Approval, Certificate of Authority or Certificate of Registration to do business in Wisconsin from the Wisconsin Department of Financial Institutions, Corporation Division at (608) 261-9555. **Only LLC's, LLP's and corporations must meet this requirement.**
6. **Liability Insurance or Bond** Private security agencies are required by Wis. statute § 440.26(4) to obtain a liability policy or bond in the amount of \$100,000 that must be maintained during the period that the license is in effect. Agency licenses expire on August 31<sup>st</sup> of each odd-numbered year.
  - a. **Statement Concerning Liability Insurance for Private Detective Agencies (Form #1482):** This form must be completed by your insurer **and returned with a copy of the Certificate of Liability Insurance** proving that you have the required liability coverage of \$100,000 provided through an authorized insurer. If your coverage isn't through an authorized insurer, a cut-through endorsement will be required. Your insurer can verify that your coverage is afforded through an authorized provider by checking the web site of the Office of the Commissioner of Insurance at this address:

<https://ociaccess.oci.wi.gov/CmpInfo/CmpInfo.oci>

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The comprehensive general liability policy must include:

- coverage for bodily injury liability, property damage and personal injury
- coverage for all licensed private detectives and private security personnel employed by the agency
- coverage for injury or damage resulting from the use of firearms, if the agency permits anyone associated with it to carry a firearm in the course of duty

The **Name of Insured** must be exactly the name under which you applied to the Department to license your agency.

The **Name and Address of the Certificate Holder** must be exactly as follows:

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- b. Bond of Private Detective or Private Detective Agency (Form #1483):** If you obtain a \$100,000 bond instead of liability coverage, submit this form. Please note that if your agency is covered by a bond instead of liability insurance, each private detective your agency employs will be required to obtain a \$2,000 bond as well.

**Wisconsin Statutes and Administrative Rules:** A copy of the Wisconsin Statutes and Administrative Code Relating to the practice of private detectives and private security personnel is available on the Department's web site. Visit <http://dsps.wi.gov/Licenses-Permits/PrivateSecurityAgency> 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](mailto:docsales@doa.state.wi.us).

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