

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

PRIVATE DETECTIVE AGENCY FAQ'S

- Q:** Does my agency license entitle me to provide security or investigation services?
- A:** No, it entitles you to hire licensed individuals to provide those services. You must be a licensed security guard or private detective to do that type of work.
- Q:** What is an FEIN and do I need one?
- A:** FEIN stands for Federal Employer Identification Number. You must obtain one from the Department of Revenue if you are applying for a private detective agency license unless your agency will be a sole proprietorship. You should enter the FEIN instead of your social security number on the "Addendum to Application" (Form #2380) if your agency is a corporation, partnership, LLC or LLP. You can contact the Department of Revenue at (800) 829-4933.
- Q:** What do I need to do to set up my agency up as a corporation, LLC, partnership or LLP?
- A:** You will need to register your agency with the Department of Financial Institutions (DFI) and then include copies of the documentation from DFI with your agency application. You can contact DFI at (608) 261 – 7577.
- Q:** 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?
- A:** This could require anything from merely submitting a list of new officers to obtaining a new license for your agency. Please call (608) 261 – 7097 from 8am -2pm M-F to determine what course of action you must take.
- Q:** What are the insurance requirements for a private detective agency?
- A:** An agency must be insured for a minimum of \$100,000 of liability coverage from an insurer authorized to do business in Wisconsin. You can check to see if your provider is authorized by going on this Insurance Commissioner's site: <http://ociaccess.oci.state.wi.us/CmpInfo/CmpInfo.oci>.
- Q:** Can I satisfy the insurance requirement with a bond?
- A:** Yes, you can obtain a bond from an authorized provider for \$100,000. Each private detective you employ must also be individually bonded for \$2,000. There are no additional bonding requirements for security guards.
- Q:** I am licensed as a private detective or security guard and now would like to license my own agency. Does my individual license automatically transfer to my agency once it is licensed?
- A:** No, you must submit form #2323 if you are a security guard (no fee is required with a security guard transfer) or form #1329 with the required \$10 fee if you are a private detective.

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- Q:** My agency was licensed previously in Wisconsin but my license expired. What do I need to do to reinstate my license?
- A:** If your license expired less than 5 years ago, you can simply submit your renewal form with the late renewal fee. If it has been over 5 years since your license expired you will need to go through the entire application process again but you will submit the reinstatement fee (late renewal plus criminal records search fees) instead of the original licensure fee. The application lists the reinstatement fee.
- Q:** I was recently licensed for another profession where I was required to submit a set of prints. Do I need to submit another set of prints and pay the criminal records search fee with my agency application?
- A:** If you were licensed in the other profession within the last 6 months, you do not need to submit the prints or the fee. If this is the case, please note that on your application so that we are aware of it. If it has been more than 6 months since you were licensed, you will need to submit the prints again with the fee.
- Q:** I am a police officer. Do I need to be digitally fingerprinted?
- A:** Yes, on 7/1/04 a federal law went into effect. This law supercedes the state exemption therefore the peace officer exception no longer exists.
- Q:** What do I have to list on the (Form #2252) "Conviction and Pending Charges" page?
- A:** You must list everything of which you have been convicted or any charges that are still pending. If anything is omitted that we subsequently find out about, it could be grounds for denial or revocation of the license. We cannot tell you whether a conviction(s) will cause denial of the license until we have actually done the criminal records search and evaluated all information submitted.