



State of Nevada Private Investigators Licensing Board

704 W. Nye Lane, Suite 203
Carson City, Nevada 89703
Telephone - (775) 687-3223
Fax - (775) 687-3226

E-mail: pilbinfo@ag.nv.gov
Web - <http://nevadapilb.glsuite.us>

Thank you for your interest in obtaining a license in the State of Nevada.

Completed applications will be considered on a first come first serve basis. Incomplete applications will be returned to the applicant and will not be accepted until submitted with all requested documents. Background investigations will be completed in the order in which the applications are received at 704 W. Nye Lane, Suite 203, Carson City, Nevada 89706,

The applicant will be notified thirty days prior to the date of the regularly scheduled meeting with the time, date and location to appear before the Board for consideration of licensing. Due to the volume of applications and complaints received in this office, there may be an extended delay in the licensing process from the date the application is submitted to this office for final licensing approval from the Board.

PLEASE NOTE:

NRS 648.075 Incomplete application; time application valid; summary denial of invalid application; burden of proof; waiver of claim for damages resulting from application.

- 1. An applicant must answer all the questions and provide all the information required by the application. The applicant may include additional information on plain paper. If the secretary determines that the application is incomplete, improperly completed or illegible, the application, together with all associated documents and fees paid, must be returned to the applicant without further action.**
2. An application is valid for 6 months after the date of filing with the board. It is the responsibility of the applicant to comply with all procedures and necessary appearances in connection with an application before the expiration of the 6 months. The board may, for good cause shown, extend the period.
3. The board may summarily deny any application for a license which is still pending before the board 6 months after the date of filing.
- 4. The applicant has the burden of proving his qualifications and suitability for the license.**
5. By filing an application with the board, an applicant accepts the risk of adverse public notice, embarrassment, criticism or other action with respect to his application, and expressly waives any claim for damages as a result thereof.

If you are applying for a corporate license, and you did not request corporate officer or director applications, you will need to send an additional \$20.00 per application for each officer and director, up to three in each category, as they also require background investigations, and Board approval.

If you have any questions or concerns, please do not hesitate to contact this office at (775) 687-3223.

**PLEASE HAVE YOUR FINGERPRINTS
TAKEN AT YOUR LOCAL LAW
ENFORCEMENT AGENCY. IF YOUR
CARDS ARE REJECTED YOU WILL
NEED TO HAVE THEM TAKEN
AGAIN AND PAY THE \$51.25 FEE
UNTIL THEY CAN BE PROCESSED.**

THANK YOU

STATE OF NEVADA
PRIVATE INVESTIGATOR'S LICENSING BOARD
INSTRUCTIONS FOR APPLICATION FOR LICENSE

DO NOT SCAN THIS APPLICATION AND/OR CHANGE ITS FORMAT

PLEASE NOTE:

648.075 Incomplete application;

THE applicant must answer all questions and provide all information required. The applicant may include additional information on plain paper. If the director determines that the application is incomplete, improperly completed or illegible, the application, together with all associated documents and any fees paid, will be returned to the applicant without further action.

Read the application carefully and answer all questions. If space is not sufficient complete the answers on a separate sheet and attach to the application.

1. If the applicant is an individual or partnership and intends to operate under a fictitious name, such fictitious name must be filed with the County Clerk within 30 days after commencement of business, in accordance with Chapter 602 of Nevada Revised Statutes. (This does not apply to corporations.)
2. If the applicant is a corporation, this application must be accompanied by a duly certified copy of the corporation's certificate of incorporation, certificate of good standing, a contract of employment between the qualifying agent and the corporation, the current Articles of Incorporation and a list of all current officers.
3. Go to the law enforcement agency in your City or County and have your fingerprints taken on the fingerprint cards provided. EACH APPLICANT IS GIVEN TWO FINGERPRINT CARDS; ONE APPLICANT MUST COMPLETE BOTH. The State must receive a set [TWO (2) PROPERLY EXECUTED and LEGIBLE FBI applicant fingerprint cards] for each applicant request. ALSO, one set of fingerprint cards for each individual, partner or officer of a corporation are to be furnished with a cashier's check or money order for \$51.25. Please submit ONE (1) CHECK per set of cards. A SET OF PRINTS IS TWO (2). MAKE CHECK PAYABLE TO: NEVADA HIGHWAY PATROL.
4. If any applicant has ever lived in or visited the State of California, you are required to submit a third fingerprint card which is enclosed in this application packet. Please include with the third card a cashier's check or money order for \$32.00, made payable to "CDOJ." The card will be submitted to the California Department of Justice.

If your background reveals that you have/had been in the State of California and you failed to disclose it, your application will be returned to you for

completion. Please note that returning your application will delay the licensing process until the next quarter.

5. An identification photograph, **passport size and quality**, shall be placed on the designated area of the application.

6. Law requires that each applicant for a private investigator's license must have at least five years experience as an investigator. Each applicant for a reposessor's license must have at least five years experience as a reposessor. Each applicant for a private patrolman license must have at least five years experience in security. Each applicant for a process server must have at least two years experience as a process server. Each applicant for a polygraph examiner license must have had two years experience as an intern or a licensee of another state. Five years experience consists of 10,000 hours. Two years experience consists of 4,000 hours.

7. Several Certificates of Experience Qualifications are attached. These are to be hand written by the declarant only. They are to be completed by your present employer, former employer(s), supervisor(s) and/or others who have personal knowledge of your employment. They must contain proof of qualifying investigative, patrol, repossession, process serving, polygraph operator, or canine security handler and trainer experience. **If a person other than your present or former employer/supervisor signs this certificate, a full explanation must be given as to how he/she is qualified to certify your experience.**

8. Several "Certificates in Support of Personal References are attached. These are to be **hand written** by the declarant only.

CERTIFICATES OF EXPERIENCE QUALIFICATIONS AND CERTIFICATES IN SUPPORT OF PERSONAL REFERENCES THAT ARE COPIED, CONTAINING THE SAME LANGUAGE AND ARE THEN SIGNED BY VARIOUS DECLARANTS ARE NOT ACCEPTABLE AND WILL CAUSE THE APPLICATION TO BE RETURNED.

9. THE APPLICANTS RELEASE OF INFORMATION FORM, APPLICATION, CERTIFICATES OF EXPERIENCE AND CERTIFICATES IN SUPPORT OF PERSONAL REFERENCES SHALL BE SIGNED BEFORE A NOTARY PUBLIC. If the applicant is a firm or partnership, the application must be signed and verified by each individual member. If the applicant is a corporation, the application must be signed and verified by the president, secretary and treasurer. Corporate applications are also to be signed by the person or persons on the basis on whose qualifications the license is granted if that person(s) is not the president, secretary or treasurer. **YOU DO NOT NEED TO LIST ARRESTS THAT HAVE NOT RESULTED IN CONVICTIONS. ALL CONVICTIONS MUST BE LISTED.**

10. A financial statement is enclosed. This statement is to be completed by each applicant whether as an individual, qualifying agent, a firm, partnership,

LLC or corporation. If applying for corporate licensing, submit your corporate financial statement in addition to the individual financial statement.

11. Mail completed application, accompanying documents, \$20.00 per person non-refundable application processing fee and a \$100.00 non-refundable examination fee FOR EACH CATEGORY of licensure. The background deposit FOR THE FIRST CATEGORY of license is \$750.00 and must also accompany the application. Any additional category of license is \$250.00.

ALL MONIES ARE TO BE MADE PAYABLE TO THE PRIVATE INVESTIGATORS LICENSING BOARD AND MUST BE BY CASHIER CHECK OR MONEY ORDER ONLY. PERSONAL CHECKS WILL BE RETURNED TO SENDER. SEND TO; Private Investigator's Licensing Board, 704 W. Nye Lane, Suite 203, Carson City, Nevada, 89703.

12. The Board staff will conduct an investigation of the applicant. If the applicant is a corporation an investigation will be conducted on the corporation, qualifying agent and all officers and directors of the corporation. Applicants are liable for the entire cost of the investigation.

13. If the application is approved for examination, you will be notified of the time and place to appear. The exam is given quarterly. If the business is a corporation, the person who is to be the qualifying agent and who has submitted proof of qualifying experience must take the written exam and attend the Board Hearing. Appearance of corporate officers at the Board Hearing is determined on a case by case basis. The PILB staff should be contacted for confirmation on who should attend.

14. On approval of your application by the Board, you will be requested to submit the annual license fee of \$500.00 or a pro-rated portion for EACH classification of licensure. Your license certificate(s) and identification card(s) will be issued upon receipt of the annual licensing fee and proof of public liability insurance in accordance to NRS 648.135.

NOTE: THE FILING OF AN APPLICATION DOES NOT AUTHORIZE THE APPLICANT TO CONDUCT ANY BUSINESS FOR WHICH A LICENSE IS REQUIRED. THE ADVERTISING OR BIDDING OF ANY SUCH BUSINESS BEFORE A LICENSE IS ISSUED IS A MISDEMEANOR, AND MAY BE GROUNDS FOR DENIAL OF A LICENSE AND AN UNLICENSED ACTIVITY CITATION. IF YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE TO CONTACT OUR OFFICE AT (775) 687-3223.