



d. **Corporate Officer Information:** In accordance with Tennessee Code Annotated §62-26-205(a)(5)(E), list below two (2) principal corporate officers **other than the qualifying agent** with business address, residence address and office held in the corporation.

1) \_\_\_\_\_  
 Last First Middle Initial

\_\_\_\_\_  
 Social Security Number Office Held in the Corporation

\_\_\_\_\_  
 Business Address

\_\_\_\_\_  
 City State ZIP Code

\_\_\_\_\_  
 Business Phone# Fax#

\_\_\_\_\_  
 Residential Address

\_\_\_\_\_  
 City State ZIP Code

\_\_\_\_\_  
 Home Phone# E-mail Address

2) \_\_\_\_\_  
 Last First Middle Initial

\_\_\_\_\_  
 Social Security Number Office Held in the Corporation

\_\_\_\_\_  
 Business Address

\_\_\_\_\_  
 City State ZIP Code

\_\_\_\_\_  
 Business Phone# Fax#

\_\_\_\_\_  
 Residential Address

\_\_\_\_\_  
 City State ZIP Code

\_\_\_\_\_  
 Home Phone# E-mail Address

**4. Individual or Corporate Qualifying Agent applying for license: Tenn. Code Ann. § 62-26-205(a)(4): The following information must be submitted for each individual applicant, or, if the applicant is a partnership, as to each partner, or, if the applicant is a corporation, as to the qualifying agent.** If the application is for a partnership, attach a copy of the entire application with the required information completed for each partner.

**Please select one:**     **Single Owner**     **Partner**     **Corporate Qualifying Agent**

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
 Social Security Number Last Name First Name Middle Name

\_\_\_\_\_  
 Residence (street) Address

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 (Area Code) Telephone Number E-mail address

- (Date of Birth) (Place City/State of Birth) (Sex (M/F) (Race) (Height) (Weight) (Hair) (Eyes)
1. **Do you currently hold an active Tennessee Private Investigator License?** Yes  No   
 License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
  2. **Are you a United States Citizen?** Yes  No   
 If no, attach documentation establishing your legal alien status.
  3. **Residences: List all residences during the immediate past five (5) years.** (Attach an additional sheet of paper listing this information, please include dates of residency for each location.)
  4. **Resume: Please provide a detailed resume listing experience and education.**
  5. **Employment: Provide all employment or occupations engaged in during the immediate past five (5) years.** (This information may be included in the formal resume. Attach a separate sheet of paper listing this information if not included in resume.)
  6. **Credit References: [Corporate Qualifying Agent, Individual (Sole Proprietor), or Partnership Applicant]**  
 You must provide three (3) credit references from lending institutions or business firms with whom a credit record has been established. These references must be original documents from the lending institution, must be in standard business letter form and must appear on the institution’s letterhead.

**7. Experience:** In order to qualify for an investigations company license you must document two thousand (2,000) hours of compensated, verifiable, investigative experience satisfactory to the Commission, or one (1) year of applicable, related experience or education in a related area of study approved by the Commission; and **Pass an examination.** Attach a detailed resume and all required documentation to substantiate the required experience and/or education. You must include written verification from previous employer(s) documenting the required experience, or transcripts from accredited colleges or universities documenting the required education. While a resume is required, a **resume is not considered proof of education or experience.**

**8. Criminal History Information:**

Answer the following questions completely. Information you provide may not disqualify you for a license. However, all arrests or charges, regardless of disposition, appear on record returns from the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigations (FBI). **If you answer yes to any of these questions, it will be necessary for you to provide certified documents of the court’s final disposition, including suspended or deferred sentences, and a written explanation of the events that surrounded the charges. If the court no longer has these records on file, you must obtain a letter from the judge or court clerk stating so.**

a. Have you ever been arrested in Tennessee or any other state? Yes  No

If YES, what state(s)? \_\_\_\_\_

If NO, go to question #9.

b. Were you transported to or surrendered at a police station, sheriff’s office or other law enforcement facility? Yes  No

c. Once there, were you fingerprinted, photographed and booked into jail? Yes  No

d. Were misdemeanor or felony charges filed against you? Yes  No

If yes, please list the charges below. Attach a separate sheet of paper, if necessary.

Date	Charge	City	State

Date	Charge	City	State

e. Did you appear before the court and enter a plea of guilty, not guilty or no contest? Yes  No

f. Did the court find you guilty or not guilty? Yes  No

g. If you were found guilty, what was the sentence of the court? (Indicate the fine, time in the county jail or penitentiary, deferred sentence, suspended sentence, or period of probation. List the sentence below.)

Date	Charge	Sentence	Probation Completed Date

Date	Charge	Sentence	Probation Completed Date

h. Are you currently on a deferred sentence or on probation? Yes  No

i. Did the court dismiss the charges against you? Yes  No

j. Were those charges against you expunged from your record by the court? Yes  No

If yes, you must provide a copy of the expungement order.

k. Do you currently have charges pending against you? Yes  No

If yes, please provide the information requested below, along with an explanation of the circumstances surrounding the charge(s). You are required to provide this office with certified court documents showing the disposition of these charges within thirty (30) days of these charges being resolved by conviction or dismissal. Attach a separate sheet if necessary.

Date of Arrest	Charge	Court of jurisdiction (City, State)	Arraignment/Court Date

Date of Arrest	Charge	Court of jurisdiction (City, State)	Arraignment/Court Date

Date of Arrest	Charge	Court of jurisdiction (City, State)	Arraignment/Court Date

**9. Have you ever been declared incompetent by reason of mental defect or disease?** Yes  No

If yes attach separate documents and a written explanation.

10. Are you currently suffering from habitual drunkenness or any narcotic addiction? Yes  No

If yes, attach proof (if applicable) of having completed treatment program(s).

11. Have you ever served in Military Service? Yes  No

a. Did you receive a Honorable discharge? Yes  No

If other than Honorable discharge, attach a separate sheet of paper explaining the discharge, a copy of your DD214, and copies of all final judgments or dispositions of charges.

12. Have you read the Tennessee statutes pertaining to the Private Investigators Licensing and Regulatory Act and the corresponding Administrative Rules and do you understand your responsibilities? Yes  No

**I HAVE ENCLOSED:** [Failure to include all required documents will delay processing and issuance of your license.]

- **The Required Application and Fingerprint Fees:** In accordance with Administrative Rule 1175-1, you must include all applicable fees required for the processing of your application.
- **Three (3) sets of classifiable fingerprint cards with fingerprint processing fees or a photocopy of your receipt for electronic submission.**
- **Letters of Good Standing from other states or jurisdictions where license is held. Administrative Rule 1175-01-.19(5)**
- **Detailed Resume.**
- **Documents Verifying Experience:** In accordance with Tenn. Code Ann. §62-26-206(6), Administrative Rule 1175-01-.19 Attach written verification from previous employer(s) documenting at least two thousand (2,000) hours of compensated, verifiable, investigative experience satisfactory to the Commission or provide letters and/or transcripts to document one (1) year of applicable, related experience or education in a related area of study approved by the Commission.
- **Document** listing all residences for the immediate past five (5) years.
- **Credit reference documents in response to question “6” on the application.**
- **Notarized statement of affiliates.**

**NOTICE, AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT**

I, the undersigned applicant, do hereby authorize the *Tennessee Department of Commerce and Insurance, Division of Regulatory Boards, Private Investigation and Polygraph Commission* to procure a consumer report and/or investigative consumer report on me. I understand that this authorization and release shall be valid for subsequent consumer and/or investigative consumer reports during my period of certification, licensure or registration by this agency for the purpose of investigating my credit references, and any workplace misconduct or criminal activity for which I am alleged to have been involved in.

These above-mentioned reports may include, but are not limited to, information as to my character, general reputation, and personal characteristics, discerned through employment and education verifications, personal references, personal interviews, my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to the Tennessee Department of Commerce and Insurance, including but not limited to any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

**{Partnership applicants must submit a separate signature page/release form for all partners}**

I understand that any false statement(s) and/or misrepresentation(s) given by me on this application or on any attachments will be punishable under Tenn. Code Ann. § 62-26. Therefore, I certify that all answers, statements, and information given herein and on any attachments, are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of Applicant)

Subscribed and sworn to, before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

[NOTARY SEAL]

\_\_\_\_\_  
(Signature of Notary Public)

My commission expires: \_\_\_\_\_



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
DIVISION OF REGULATORY BOARDS  
PRIVATE INVESTIGATION AND POLYGRAPH COMMISSION  
500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-1167  
615.741.4827 FAX 615.532.2965  
[www.tn.gov/commerce/boards/](http://www.tn.gov/commerce/boards/)

## PRIVATE INVESTIGATION COMPANY - APPLICANT INSTRUCTIONS

REMOVE THIS PAGE BEFORE YOU SUBMIT YOUR APPLICATION - RETAIN THIS INFORMATION FOR YOUR RECORDS

<u>Fees:</u>	<i>Application Fee (Non-Refundable)</i>	<i>License Fee</i>
Company with 0-1 Investigator*	\$ 250.00	\$125.00
Company with 2-5 Investigators*	\$ 500.00	\$250.00
Company with over 5 Investigators*	\$1,000.00	\$500.00
Branch Office	\$ 100.00	\$100.00
Fingerprint Processing Fee: (If this office processes your print cards)	\$60.00	

*\*Note: Tennessee Private Investigation Company application, license and renewal fees are based on the number of private investigator licensees, license applicants or private investigator apprentices, whose license is, or will be, affiliated with the company license. Investigator Affiliates: All investigators affiliated with your Tennessee Private Investigation Company shall be listed on the "Notarized Statement of Affiliates" submitted for initial issuance or renewal of the main office license. License and renewal fees, for the main office, are based on the number of investigators affiliates licensed in Tennessee. Branch office fees are not based on investigator affiliates.*

- ❖ You may not offer to provide investigative services until your Private Investigation Company License has been issued.
- ❖ Before proceeding, read the Tennessee Private Investigators Licensing and Regulatory Act and Administrative Rules. It is your responsibility to know and understand the laws and rules regulating private investigators in the State of Tennessee. [www.tn.gov/commerce/boards/pi/index.shtml](http://www.tn.gov/commerce/boards/pi/index.shtml)
- ❖ If you fail to respond to any correspondence from this office, your application will be closed or denied. Read and complete each portion of the application.

### APPLICANTS MUST SUBMIT:

- An application completed in its entirety. The application shall be subscribed and sworn to by the applicant (if the applicant is an individual), by each partner (if the applicant is a partnership), or by the qualifying agent (if the applicant is a corporation) before a duly appointed Notary Public.
- The Required Application and Fingerprint Fees: In accordance with Administrative Rules, you must include all applicable fees required for the processing of your application.
- Three (3) sets of classifiable fingerprint cards with fingerprint processing fees or a photocopy of your receipt for electronic fingerprint submission. Information regarding electronic fingerprinting is available on our website. **You must have the correct ORI# when scheduling: TN920130Z.**
- Letters of Good Standing from other states or jurisdictions where license is held. Administrative Rule 1175-01-.19(5)
- Detailed Resume.
- Documents Verifying Experience: In accordance with Tenn. Code Ann. §62-26-206(6), Administrative Rule 1175-01-.19 Attach written verification from previous employer(s) documenting at least two thousand (2,000) hours of compensated, verifiable, investigative experience satisfactory to the Commission, or provide letters and/or transcripts to document one (1) year of applicable, related experience or education in a related area of study approved by the Commission. Acceptable proof of experience includes documentation from previous employers, submitted on that employer or agency letterhead, stating the number of hours for which the applicant was compensated and a detailed job description showing actual work experience. Acceptable proof of education includes transcripts from an accredited college or university showing the course of study along with the number of hours completed and evidence of any degree earned.
- Document listing all residences for the immediate past five (5) years.
- Credit reference documents in response to question "6" on the application.
- Notarized statement of affiliates.
- **Examination:** Each applicant will be required to take the private investigation company examination. You must make your own arrangements to take the examination. An **Examination Candidate Information Brochure** is available on our website.
- **Fingerprint Processing:** Each applicant, or if applying as a partnership, **each partner** must submit fingerprint cards or submit prints electronically.
- **Partnerships:** Each partner must qualify by background check, experience and examination, and each partner must provide all of the required information with this application.
- **Corporations:** If applying as a **corporation**, the following information must be submitted:
  - The correct legal name of the corporation, the address of the corporate headquarters;
  - State and date of incorporation;
  - Documentation from the Tennessee Secretary of State's Office showing the corporation is qualified to do business in this state;
  - The names of the principal corporate officers, and the business address, residence address and the office held by each in the corporation.

*You should keep a photocopy of this application for your own files, before submitting the application to this office.*