

## **PRIVATE INVESTIGATIVE AGENCY (CLASS A)**

Agencies with Employees are required to submit:

- Agency Application
- Licensing Fee
  - ◆ In state Agency: \$300.00
  - ◆ Out of State Agency: \$500.00
- License Holder Requirements (see below)
- Agency Bond Form - \$10,000 Surety Bond – in the name of the agency
- \$1,000,000 Liability Insurance per occurrence. Please have your insurance agency use the below address for the Certificate Holder: Delaware State Police, Professional Licensing, P.O. Box 430, Dover, DE 19903
- Any advertising information that will be used in Delaware. Ex: uniform, patch, badge, seal, vehicular markings, letterhead, business card, advertisement, etc.

Agencies with NO Employees (Sole Proprietors) are required to submit:

- Agency Application
- Licensing Fee- \$250.00
- License Holder Requirements (see below)
- Agency Bond Form - \$5,000 Surety Bond – in the name of the agency
- \$1,000,000 Liability Insurance per occurrence. Please have your insurance agency use the below address for the Certificate Holder: Delaware State Police, Professional Licensing, P.O. Box 430, Dover, DE 19903
- Any advertising information that will be used in Delaware. Ex: uniform, patch, badge, seal, vehicular markings, letterhead, business card, advertisement, etc.

### License Holder Requirements

License Holder's must be listed on page 2 of the Agency Application. They are required to submit:

- Proof of at least five years investigative experience or must have been a police officer at least five years for any local, state or federal agency or the equivalent thereof who has graduated from a certified law enforcement academy
- Five letters of reference attesting to his/her good character
- License Holder Application
- Two Fingerprint cards
- Passport Photo
- Processing & ID card fee- \$85.00

To submit the above information contact Professional Licensing at 302-739-5991 for an appointment. You may also mail it in to: Professional Licensing. For FedEx, UPS, or any overnight service please use: 655 South Bay Rd., STE 1B, Dover, DE 19901. For United States Postal Service please use: P.O. Box 430, Dover, DE 19903.