

CLASS A – PRIVATE INVESTIGATIVE AGENCY – IN-STATE

- [] License Holder must have 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.
- [] License Holder must be an owner/partner/corporate officer of the agency.
- [] License Holder completes the Private Investigative & Private Security Agency Application #1.
- [] Licensing Fee – Agency - \$345.00; or
- [] Licensing Fee – Sole Proprietorship – No employees - \$230.00.
- [] License Holder completes the License Holder/Delaware Manager Application #2.
- [] Processing Fee & Identification Card - \$85.00.
- [] Private Investigative & Private Security Agency Bond Form #3 – \$10,000 Surety Bond – in the name of the agency; or
- [] Private Investigative & Private Security Agency Bond Form #3 – \$5,000 Surety Bond – Sole Proprietorship – No employees; 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
- [] License Holder must submit five letters of reference attesting to his/her good character.
- [] License Holder must submit documentation attesting to five years of either investigative experience or law enforcement. Resumes are not acceptable.
- [] Any other owners/partners/corporate officers complete the Owner/Partner/Corporate Officer application #2 and submit two sets of fingerprints each.
- [] Processing Fee - \$65.00
- [] When the License Holder has all the necessary documentation in their possession, contact Mrs. Megan Bingham, Professional Licensing at 302-672-5305 to make an appointment to submit the application packet and have their fingerprints & photo taken.

CLASS A – PRIVATE INVESTIGATIVE AGENCY – OUT-OF-STATE

- [] License Holder and Delaware Manager must have 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.
- [] License Holder must be an owner/partner/corporate officer of the agency.
- [] License Holder and Delaware Manager completes the Private Investigative & Private Security Agency Application #1
- [] Licensing Fee – Agency – \$345.00.
- [] Licensing Fee – Delaware Manager – \$230.00.
- [] License Holder and Delaware Manager completes the License Holder/Delaware Manager Application #2.
- [] Processing Fee & Identification Card for Delaware Manager Only) - \$85.00.
- [] Private Investigative & Private Security Agency Bond Form #3 – \$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
- [] License Holder and Delaware manager must submit five letters of reference attesting to his/her good character.
- [] License Holder and Delaware Manager must submit documentation attesting to five years of either investigative experience or law enforcement. Resumes are not acceptable.
- [] Any other owners/partners/corporate officers complete the Owner/Partner/Corporate Officer application #2 and submit two sets of fingerprints each.
- [] Processing Fee - \$65.00.
- [] When the Delaware Manager has all the necessary documentation in their possession, contact Mrs. Megan Bingham, Professional Licensing at 302-672-5305 to make an appointment to submit the application packet and have their fingerprints & photo taken.

CLASS B – PRIVATE SECURITY AGENCY – IN-STATE

- [] License Holder must have at least four years of experience as a manager in a bonafide licensed security agency or 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.
- [] License Holder must be an owner/partner/corporate officer of the agency.
- [] License Holder completes the Private Investigative & Private Security Agency Application #1.
- [] Licensing Fee – Agency - \$345.00.
- [] License Holder completes the License Holder/Delaware Manager Application #2.
- [] Processing Fee & Identification Card - \$85.00.
- [] Private Investigative & Private Security Agency Bond Form #3 – \$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
- [] License Holder must submit five letters of reference attesting to his/her good character.
- [] License Holder must submit documentation attesting to at least four years of experience as a manager in a bonafide licensed security agency or 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. Resumes are not acceptable.
- [] Any other owners/partners/corporate officers complete the Owner/Partner/Corporate Officer application #2 and submit two sets of fingerprints each.
- [] Processing Fee - \$65.00.
- [] When the License Holder has all the necessary documentation in their possession, contact Mrs. Megan Bingham, Professional Licensing at 302-672-5305 to make an appointment to submit your application packet and have your fingerprints & photo taken.

CLASS B – PRIVATE SECURITY AGENCY – OUT-OF-STATE

- [] License Holder and Delaware Manager must have at least four years of experience as a manager in a bonafide licensed security agency or 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.
- [] License Holder must be an owner/partner/corporate officer of the agency.
- [] License Holder and Delaware Manager completes the Private Investigative & Private Security Agency Application #1.
- [] Licensing Fee – Agency - \$345.00.
- [] Licensing Fee – Delaware Manager – \$230.00.
- [] License Holder and Delaware Manager completes the License Holder/Delaware Manager Application #2.
- [] Processing Fee & Identification Card for Delaware Manager Only - \$85.00.
- [] Private Investigative & Private Security Agency Bond Form #3 – \$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
- [] License Holder and Delaware Manager must submit five letters of reference attesting to his/her good character.
- [] License Holder and Delaware Manager must submit documentation attesting to at least four years of experience as a manager in a bonafide licensed security agency or 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. Resumes are not acceptable.
- [] Any other owners/partners/corporate officers complete the Owner/Partner/Corporate Officer application #2 and submit two sets of fingerprints each.
- [] Processing Fee - \$65.00.
- [] When the Delaware Manager has all the necessary documentation in their possession, contact Mrs. Megan Bingham, Professional Licensing at 302-672-5305 to make an appointment to submit your application packet and have your fingerprints & photo taken.

CLASS C – PRIVATE INVESTIGATIVE & PRIVATE SECURITY AGENCY – IN-STATE

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- [] License Holder must be an owner/partner/corporate officer of the agency.
- [] License Holder completes the Private Investigative & Private Security Agency Application #1.
- [] Licensing Fee – Agency - \$520.00.
- [] License Holder completes the License Holder/Delaware Manager Application #2.
- [] Processing Fee & two Identification Cards - \$105.00.
- [] Private Investigative & Private Security Agency Bond Form #3 – \$15,000 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
- [] License Holder must submit five letters of reference attesting to his/her good character.
- [] License Holder must submit documentation attesting to 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. Resumes are not acceptable.
- [] Any other owners/partners/corporate officers complete the Owner/Partner/Corporate Officer application #2 and submit two sets of fingerprints each.
- [] Processing Fee - \$65.00.
- [] When the License Holder has all the necessary documentation in their possession, contact Mrs. Megan Bingham, Professional Licensing at 302-672-5305 to make an appointment to submit your application packet and have your fingerprints & photo taken.

CLASS C – PRIVATE INVESTIGATIVE & PRIVATE SECURITY AGENCY – OUT-OF-STATE

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- [] License Holder and Delaware Manager completes the Private Investigative & Private Security Agency Application #1.
- [] Licensing Fee – Agency - \$520.00.
- [] Licensing Fee – Delaware Manager – \$345.00.
- [] License Holder and Delaware Manager completes the License Holder/Delaware Manager Application #2.
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- [] Processing Fee - \$65.00.
- [] When the Delaware Manager has all the necessary documentation in their possession, contact Mrs. Megan Bingham, Professional Licensing at 302-672-5305 to make an appointment to submit your application packet and have your fingerprints & photo taken.