Private Investigators

""Private investigator" shall mean an individual employed by a private investigative agency (even as a sole proprietor) to perform 1 or more duties as described under the definition of "private investigative agency."
"Private investigative agency" means any person who engages in the business or accepts employment to obtain or furnish information or to conduct investigations with reference to:

- Crime or civil wrongs;
- The identity, habits, conduct, business, occupation, honesty, integrity, credibility, knowledge, trustworthiness, efficiency, loyalty, activity, movement, whereabouts, affiliations, associations, transactions, acts, reputation or character of any person;
- The location, disposition or recovery of lost or stolen property;
- The cause or responsibility for fires, libels, losses, accidents, damages or injuries to persons or to property;
- The securing of evidence to be used before any court, board, officer, or investigating committee.

Private Investigator - NEW & RENEWAL

What are the legal requirements to become a Private Investigator in Delaware?

Minimum Requirements

1. Be at least 21 years of age upon application.
2. No conviction of any felony or other disqualifying crime – see the links below

3. Must be employed by a licensed Private Security Agency upon making application and while licensed.

All legal requirements and regulations…

http://delcode.delaware.gov/title24/c013/index.html

https://regulations.delaware.gov/AdminCode/title24/1300.shtml

---

What is the process to obtain or renew a Private Investigator License in Delaware?

Please note this process has been updated and changed!
STEP #1 – Fingerprints/Photo ID – Background

Individuals must schedule a fingerprint/Photo ID appointment with IdentoGO – using the link below, then present themselves in-person at the appointment location selected. Once fingerprints are obtained IdentoGO will then forward all relevant background information to Delaware State Police/Professional Licensing for review.

https://uenroll.identogo.com/

Use Service Code 27RVQ3

STEP #2 – Email Application documents to Professional Licensing

Once the IdentoGO appointment is completed, individuals must email the information outlined below to Delaware State Police/Professional Licensing using this email address –

dsp_plapplicant@delaware.gov

Individuals applying for a Private Investigator ID

Card/License

Private Investigator-Individual Application – Individuals must be employed with a Class B or C Agency Licensed in Delaware.

When emailing please use the following subject line: last name, first name-Private Investigator Application (for example – smith, john-Private Investigator Application)

STEP #3 – Approval / Denial

When Professional Licensing has received IdentoGO results and processed all information requested in Step #4 the application will be approved or denied.

If approved:

- Individuals will have their ID card mailed to the address they provided. Delivery times are based the efficiency of the US Postal Service.

If denied:

- The individual will receive written notification of their denial via mail.

Applications are processed once all required information has been received and processed by Professional Licensing. The individual may be requested to provide additional information including court documents, adjudication documents, and other details related to their background investigation. Such requests will cause a delay in the normal approval process.

Private Investigator Identification Cards/Licenses are valid for five (5) years.

Private Investigator FAQ’s

Private Investigator Agency/Class A & Class C - NEW & RENEWAL

Please NOTE – Agency Applications (New & Renewal) are presented to the Board of Examiners for Approval. Sufficient processing time before each quarterly Board Meeting will be necessary. Board Meeting dates are subject to change.

If you are a New Security/Private Investigator Agency who is initially applying or renewing, please contact Professional Licensing for submission deadlines at 302-739-5991 or dsp-prolicense@delaware.gov

---

Agency License – NEW

To begin the new licensure process, see procedures link below and follow the check list that applies to your agency.

Agency License – RENEWAL

Renewal procedures will be sent in a notification letter to the agency with the renewal instructions.

Private Investigator (Class A) Licensing Procedures

Private Security (Class B) Licensing Procedures

Private Investigator and Private Security (Class C) Licensing Procedures

Agency Application

License Holder Application

Agency Bond Form

Roster Job Site Template

Delaware – Class A – D Agency Roster – Mandatory Reporting

Class B – Private Security & **Class C** – Private Investigative/Private Security **Monthly** Reporting Requirement:

- Class B & C Agencies are required to report a Roster to Professional Licensing monthly by the 10th calendar day.
- Rosters must include – include the full name (listed alphabetically by last name), DOB, race, sex, expiration date, and position code of each individual currently employed. The roster must be updated with current employees, new employees and the removal of terminated employees.
- Rosters must include all Agency Job sites shall include the name, address, location, and hours/exact times of coverage. Employees shall not be listed on the job sites. The roster must be updated with current and new job sites and the removal of prior job sites.
- Rosters shall be submitted as required regardless of the number of employees working in the State of Delaware.
- Agencies will utilize the Roster templates provided by the links below which are in PDF format. Agencies may request an Excel format from Professional Licensing.
- When submitting a Roster via email – please include the Agency Name-month – *ABC Security-August 2025 Roster*
- Rosters will be emailed to dsp-prolicense@delaware.gov

Agency Roster & Job Site Template

Class A – Private Investigative & **Class D** – Armored Car Agency **Quarterly** Reporting Requirement (January / April / July / October):

- Class A & D Agencies are required to report a Roster to Professional Licensing quarterly which is defined as January, April, July & October by the 10th calendar day.
- Rosters must include – include the full name (listed alphabetically by last name), DOB, race, sex, expiration

date, and position code of each individual currently employed. The roster must be updated with current employees, new employees and the removal of terminated employees.

- Rosters for Class A & D Agencies are not required to report job sites. This portion of the Roster template can be disregarded.
- Rosters shall be submitted as required regardless of the number of employees working in the State of Delaware.
- Agencies will utilize the Roster templates provided by the links below which are in PDF format. Agencies may request an Excel format from Professional Licensing.
- When submitting a Roster via email – please include the Agency Name-month – *ABC Security-August 2024 Roster*
- Rosters will be emailed to dsp-prolicense@delaware.gov

Agency Roster & Job Site Template

Class A-D Agency Record Book; Right of Inspection:

All agencies licensed under 24 Del.C. Ch.13 shall keep and maintain at their place of business, at all times, a book that shall contain the names and positions of all employees along with the location that each employee is assigned to work. This book shall contain all current personnel information and at all times shall be current and up-to-date to include a copy of the current identification card, if applicable the following: list of weapons/items each employee is qualified to carry, the certification/expiration dates & scores.

Class B & C – Private Security Agencies – Employer's Notification Responsibility:

A licensed private security agency shall report to the Professional Licensing Section, in writing, if/when they are made aware of the following:

- The name of any employee arrested;
- The name of any employee admitted to any mental hospital

ward, mental institution or sanitarium; or

The name of any employee disabled from carrying, owning, or possession a gun by action of federal or state statute and/or court order, including bond orders and protection from abuse orders.

Private Investigator Board Meeting Schedule

The Board of Examiners of Private Investigators and Private Security Agencies, the regulatory body for this industry, meets on a quarterly basis. New licensure and renewals with changes of an agency must be approved by the Board of Examiners.

Board of Examiners Meeting Schedule

Delaware Code / Rules & Regulations - Private Investigators & Agencies

Related Links:

Delaware Code

Rules and Regulations