



State of Washington
Business Licensing Service
 PO Box 9034
 Olympia, WA 98507-9034
 360-705-6741

UBI number
Owner name

Private Investigative Agency/Principal Addendum

This addendum may only be submitted as an attachment to the Business License Application.

You may use this form to apply for both the **agency** and **principal** endorsements.
 Applicants must be at least 18 years old for an unarmed endorsement and at least 21 years for an armed endorsement.
 Applicants must submit electronic fingerprints (*see below*).
 Corporations and limited liability companies (*see page 3 for other filing requirements*).

This is an application for: (*check one, and enter into Business License Application endorsements/fees section*)

- Agency with armed principal – **\$700**
- Agency with unarmed principal – **\$600**
- Partner, armed – **\$300**
- Partner, unarmed – **\$200**

Business information

Business/firm name or trade name		(Area code) Business telephone number	
Washington State business address			
City	State	ZIP code	
Business mailing address (<i>if different</i>)			
City	State	ZIP code	

Agency principal or partner information

Principal or partner name (<i>Last, First, Middle initial</i>)		
Date of birth	Social Security number	Citizenship status <input type="checkbox"/> U.S. citizen <input type="checkbox"/> Resident alien
Requirement under which you will be applying for license: (<i>check one</i>)		
<input type="checkbox"/> Have had at least three years' experience in investigative work or its equivalent as determined by the director. A year's experience means not less than two thousand hours of actual compensated work performed before the filing of an application. An applicant shall substantiate the experience by written certifications from previous employers. If the applicant is unable to supply written certifications from previous employers, applicants may offer written certifications from professional persons other than employers who, based on personal professional knowledge, can substantiate the employment.		
<input type="checkbox"/> Examination (<i>complete "Examination scheduling" next page</i>)		

Fingerprinting

All private investigators must have fingerprint-based background checks. For information about the fingerprinting and background check process, go to <http://www.dol.wa.gov/business/fingerprinting.html>.

Applicant personal data

Answer the questions below. If you answer "Yes," attach a detailed explanation.

1. Within the last 5 years, in this state or any other jurisdiction, has the business entity, any business owners, or any persons with controlling interest in this business had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit? Yes No
2. Within the last 5 years, in this state or any other jurisdiction, has the business entity, any business owners, or any persons with controlling interest in this business defaulted or been convicted of or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic offenses.) Yes No

Exam scheduling

Exams are given at driver licensing offices across the state. Select the location where you would like to take your exam, putting a "1" for your first choice and a "2" for your second choice. A licensing representative will contact you for scheduling.

	Bel-Red	Kent	Puyallup	Union Gap
	Bellingham	Lynwood	Renton	Vancouver (136th Ave)
	Bremerton	Olympia	Seattle (25th Ave)	Walla Walla
	Clarkston	Omak	Smokey Point	Wenatchee
	Everett	Parkland	Spokane (Sprague Ave)	
	Federal Way	Port Angeles	Sunnyside	
	Kennewick	Port Townsend	Tacoma (Yakima Ave)	

Insurance, bonding, and firearms certification

Prior to approving your endorsement, we must receive a certificate of liability insurance or a surety bond.

Armed private investigators attend an eight-hour firearms certification course certified by the Criminal Justice Training Commission (CJTC), telephone 206-835-7300. When you complete the firearms training, they will issue a certificate. We cannot issue you an armed endorsement until we receive your firearms certificate. RCW 18.170.040(c)

Applicant authorization and certification

Do you authorize all organizations and government agencies (local, state, federal, or foreign) to release any information, files, or records requested to this Department to process your application? Yes No

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

X

Date and place

Applicant signature

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56