



**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	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	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"/> Three years of experience in private investigation or a related field (<i>complete "Experience" next page</i>)			
<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

If you are not sure of your record, please do the research before you apply. Application fees are non-refundable. In this state or any other jurisdiction, are (have) any business owners, any persons with controlling interest in this business, or the business entity:

- Within the last 10 years, had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational endorsement, certification, or permit held by you? Yes No
- Currently under indictment, or is there a criminal complaint, charge or information pending against you? Yes No
- Within the last 10 years, defaulted or been convicted of or entered a plea of no contest to a gross misdemeanor or felony crime? (Do not include traffic offenses.) Yes No

If you answered yes to question 3, include details on page 2

Applicant personal data (continued)

What were you convicted of?	Date	Name of court	City and state	Misdemeanor, gross misdemeanor, or felony?

To show additional convictions, attach pages.

Experience (Complete this section only if you are applying on the basis of your experience)

Document your experience related to private investigation **beginning with your most recent or current position.**

Type of experience (<i>Manager, supervisor, administrator</i>)	From (<i>Month-day-year</i>)	To (<i>Month-day-year</i>)
Company name		
Company address (<i>Number and street, city, state, ZIP code</i>)		
Type of experience (<i>Manager, supervisor, administrator</i>)	From (<i>Month-day-year</i>)	To (<i>Month-day-year</i>)
Company name		
Company address (<i>Number and street, city, state, ZIP code</i>)		

To show additional experience, attach pages.

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