

Wisconsin Department of Regulation & Licensing

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

CHECKLIST FOR PRIVATE DETECTIVE AGENCY LICENSE

Visit the IBT Reservation Center at www.ibtfingerprint.com or call IBT at 866-416-4896 to schedule a reservation for each owner, member of the LLC, required corporate officers or partners to be electronically fingerprinted. There is a \$56.25 fee for each person fingerprinted. If you are an out-of-state applicant (not residing in Wisconsin) you must use the Wisconsin Easy Path Network (Form #2823) and mail your fingerprint cards and fee for each required individual to the address listed on the form. **DO NOT MAIL** fingerprint cards to the Department. *Even if you are a licensed private detective or security guard, you must submit prints unless you were originally licensed within the last 6 months. If this is the case, please indicate that fact on your application.*

- Complete the application (Form #456) – pay special attention to question 5 or 6 (if your agency is a domestic or foreign corporation). Be sure to list the date that digital fingerprints were taken. You must submit the agency application within 14 days after fingerprints were taken.
- If your agency is an LLC, LLP or corporation, you must supply a certificate of authorization or registration from the Department of Financial Institutions. You can contact DFI at (608) 261-7577.
- If your agency is a foreign corporation, your registered agent will be required to sign page 3 of the application in the presence of a notary. DFI requires you to designate a registered agent for the purposes of service of summons. Your registered agent must reside in Wisconsin. Please contact DFI if you have further questions about this issue.
- Submit a current color photo (head and shoulders only) of each owner, member of the LLC or corporate officer of the agency. *Even if you are a licensed private detective or security guard, you must submit a photo with your agency application.*
- You must enter your agency's federal employer identification number (FEIN) on the Addendum to Application (Form #2552). You may only use your individual social security number if you are a sole proprietorship and only employ yourself. You can get an FEIN by calling the Dept. of Revenue at (800) 829-4933.
- You must submit a Certificate of Liability Insurance, which is generated from your insurer, and a completed form #1482. Form #1482 is included in your agency application packet and must be completed by your insurer. These documents constitute proof that you have the required coverage. If the provider of your liability coverage isn't an authorized insurer in the state as determined by the Office of the Insurance Commissioner, a cut-through endorsement to an admitted carrier will be required. Please refer to the "Liability Insurance Tips" form for more information about the insurance requirement.
- You can decide to get a \$100,000 bond instead of liability coverage. The form for this is provided in the application packet as well. If you elect to go with a bond rather than liability coverage each private detective your agency employs will be required to get an additional \$2,000 bond.
- If you will require anyone to carry a firearm in the course of their duties for your agency you must first submit a firearms policy. This is your agency's policy concerning the use, care and storage of the firearms. In addition, your liability insurance must cover firearms. You cannot have a bond if you will require anyone to use firearms. A firearms permit must be obtained by each individual prior to carrying a firearm while on duty.
- Submit the \$75 application fee for the agency license.