

## MEMORANDUM

TO: All applicants for a license issued by the Arkansas Board of Private Investigators and Private Security Agencies.

FROM: Cpl. Wes Adams, Administrator

RE: Required documentation.

DATE: August 21, 1997

The following items must accompany an application for any license issued by the Board.

1. If you hold a license of a similar type in your company's home state, you must obtain a letter from the licensing authority of that state stating the status of the license and any disciplinary actions against the company. If your company's home state is not a licensing state, you must list any state that you hold a similar type license.
2. If your company is incorporated, you must submit a copy of the articles of incorporation.
  - A. The corporate office application is required.
  - B. If a corporate officer owns 25% or more of the company, a partner application is required.
3. A certificate of insurance, with the Arkansas Board of Private Investigators and Private Security Agencies as the certificate holder, if applicable as outlined in Arkansas Code Annotated 17-40-308.
4. If your company is required to register a manager:
  - A. Letters from the manager's employers of the last 10 years.
  - B. A copy of a high school diploma or GED certificate.
  - C. If military service, a copy of DD214.
5. If your company is a single owner, the items in section 5 are required.
6. If you are applying for a security service contractor's license, you must submit documentation showing 2 years consecutive experience in a supervisory position in security in the armed service, law enforcement or with a private security service contractor. (Note: completion of an approved security management school will suffice for the experience requirement.)

7. If you are applying for a private investigator's license, you must submit documentation showing 2 years consecutive experience in investigations in the armed service, law enforcement, or with a private investigative company or other investigative experience approved by the Board. (Note: completion of an approved private investigative school will suffice for the experience requirement.)

**The above items must be submitted with the application along with the correct application fee. If all items and a correct fee are not submitted, this office considers that you have not submitted a complete and proper application. The application will be returned to you.**

**If you have any questions prior to submitting an application or if an application has been returned to you, you may contact this office at #1 State Police Plaza Drive, Little Rock, AR, 72209, or at (501) 618-8600**