

Michigan Department of Energy, Labor & Economic Growth
Bureau of Commercial Services
Licensing Division
PROFESSIONAL INVESTIGATOR
P.O. Box 30018, Lansing, MI 48909
(517) 241-8720
www.michigan.gov/pi

Professional Investigator License Application Instructions

Minimum Qualifications:

- Must be at least 25 years of age
- Must have high school diploma or GED
- No felony convictions
- No misdemeanors involving dishonesty, fraud, controlled substances, two or more alcohol related offenses, assault, or illegally using, carrying or possessing a dangerous weapon.
- Has not been dishonorably discharged from any branch of the U.S. Military
- If currently in law enforcement, must have written authorization to work as a professional investigator.

Qualifying Employment – For a period of not less than 3 years has been employed as any of the following:

- Lawfully engaged in the professional investigation business as a licensee, registrant, or investigation employee in another state.
- Lawfully engaged in the investigation business as an investigative employee of the holder of a licensed professional investigation agency.
- An investigator, detective, special agent, intelligence specialist, parole agent, probation officer, or certified police officer employed by any government executive, military, judicial, or legislative agency, or other public authority engaged in investigative or intelligence activities.
- A bachelors degree or post graduate degree in the field of police administration, security management, investigation, law, criminal justice, or computer forensics or other computer forensic industry certificated study that is acceptable to the department.
- Lawfully engaged in the investigation business as a full-time proprietary or in-house investigator employed by a business or attorney, or as an investigative reporter employed by the recognized media outlet, acceptable to the department.

You Must Submit:

- Fingerprints completed by applicant and all partners, members, and corporate officers.
- Applicant's fingerprints are required to check conviction history. Be advised that criminal background checks will be processed through the Michigan State Police and the Federal Bureau of Investigation. You **must** request of this office either the Livescan Fingerprint Request Form IF you are a Michigan resident, OR a fingerprint card IF you reside in another state. Call this office at (517) 241-8720 to request either the Livescan form or a fingerprint card. The Livescan form has information necessary for applicants to make an appointment with a fingerprint processing vendor to have fingerprints electronically imaged and processed. The fingerprint card has instructions and information needed to obtain and process fingerprints for out-of-state applicants.
- Photos - 2 **recent** color photos of applicant, partners, members and corporate officers (on photo paper) no larger than 1 ¼" x 1 ¼".
- Employment Verification Forms (make copies as needed) must be completed by employers to verify applicant's qualifying experience. To obtain the Verification of Qualifying Experience form, visit www.michigan.gov/pi and click on Forms & Publications.
- Official transcript if qualifying by degree.
- A bond or liability insurance must be obtained to cover the term of licensure. We recommend that you do not obtain a bond or insurance until you receive proper notification from our office. To obtain a Bond or Insurance Amendatory Endorsement form, visit www.michigan.gov/pi and click on Forms & Publications.
- A copy of your Articles of Incorporation or Organization.

- Out-of-state corporations or organizations must submit a Certificate of Good Standing.
- An Assumed Name Certificate or a DBA if you are using a name other than your own or different from your corporation or organization name. These documents are available from your local county clerk (sole proprietorship or partnership) or the Bureau of Commercial Services, Corporation Division, (517) 241-6470.
- Five notarized Personal Reference Forms from individuals who can attest that they have known the applicant and his or her qualifications for a period of at least 5 years and believe the applicant to be honest and competent. To obtain the Personal Reference Form, visit www.michigan.gov/pj and click on Forms & Publications.
- Effective July 1, 2010, a law enforcement officer, as that term is defined in section 2 of the commission of law enforcement standards act, 1965 PA 203, MCL 28.602, shall not be issued a new or renewal license and shall not be employed and working in an investigative capacity by, or authorized to operate in a capacity as, a professional investigator unless the law enforcement officer obtains and produces, in a manner acceptable to the department, any 1 of the following:
 - (a) Written permission to act as a professional investigator from the current chief of police, county sheriff, or other official having executive authority and responsibility over the law enforcement matters in that jurisdiction if the law enforcement officer does not work under the authority of a chief of police or county sheriff.
 - (b) A copy of the law enforcement's jurisdiction's published policies and procedures allowing off-duty employment, which policies and procedures include the prohibition of the off-duty use of investigative tools or equipment, or both, provided exclusively for law enforcement and indicate that the off-duty employment as a professional investigator is not considered in conflict with employment as a law enforcement officer.
 - (c) A copy of the collective bargaining agreement of the law enforcement officer's jurisdiction.

FOR OFFICE USE ONLY	
Approved By:	
Date Approved:	
License #:	

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APPLICATION FOR PROFESSIONAL INVESTIGATOR LICENSE HOLDER

AUTHORITY: P.A. 285 of 1965, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in denial of your application

INSTRUCTIONS			
<ul style="list-style-type: none"> • Read and follow all instructions on enclosed instructions sheet. • Print application in ink or type all responses. • All boxes on application must be filled in or the application will be returned to you. 			
APPLICANT INFORMATION			
Applicant's Name (Last, First, Middle)		Social Security Number	Date of Birth
Applicant's Home Address (Number and Street)		City	
State	Zip Code	Home Telephone Number ()	E-mail Address
Have you ever been convicted of a felony or misdemeanor?			
<input type="checkbox"/> Yes - Download the form BCS/LCE-020 "Request for Conviction History". The form can be downloaded and completed to accompany this application. See www.michigan.gov/pi and select Forms & Publications. The form must be included to avoid delays in processing your application. <input type="checkbox"/> No			
Do you hold a license in any other state?		Are you currently a law enforcement officer?	
<input type="checkbox"/> Yes - Attach a Letter of Good Standing from each state's licensing authority. <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name & Address of High School Attended		Did you Graduate?	G.E.D. Equivalent
		<input type="checkbox"/> Yes - Year _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes - Year _____ <input type="checkbox"/> No
College Attended		Indicate Major Field of Study	Did you Graduate?
			<input type="checkbox"/> Yes - Year _____ <input type="checkbox"/> No
Military Service Branch		Type of Discharge	
		<input type="checkbox"/> Honorable - Date: _____ <input type="checkbox"/> Other - Date: _____	
FEE PAYMENT INFORMATION (Check Appropriate Box)		FOR OFFICE USE ONLY - VALIDATION	
<input type="checkbox"/> Individual License \$750.00 (3701-01)			
<input type="checkbox"/> Partnership License \$750.00 (3701-01)			
<input type="checkbox"/> Corporation License \$750.00 (3701-01)			
<input type="checkbox"/> Limited Liability Company License \$750.00 (3701-01)			
Make your check or money order in U.S. Currency payable to:			
STATE OF MICHIGAN			
FEES ARE NOT REFUNDED EXCEPT UNDER AUTHORITY P.A. 285 of 1965, as amended.			

AGENCY INFORMATION

Complete Business Name as you wish it to appear on license		Federal I.D. Number	Telephone Number ()	
Physical Location of Business (Number and Street)	City	County	State	Zip Code
Does your agency hold a Professional Investigator (formerly Private Detective) license in the State of Michigan? <input type="checkbox"/> Yes - License Number: 37-01- <input type="checkbox"/> No				
If you responded, yes, to the above question, are you changing the license holder of the agency by submitting this application? <input type="checkbox"/> Yes <input type="checkbox"/> No				

PARTNERSHIP/LIMITED LIABILITY PARTNERSHIP INFORMATION

Partner's Name (Last, First, Middle)				
Home Address (Number and Street)		City		
State	Zip Code	Telephone Number ()		
Partner's Name (Last, First, Middle)				
Home Address (Number and Street)		City		
State	Zip Code	Telephone Number ()		

CORPORATION OR LLC INFORMATION

Name of Corporation				
Does your Corporation now hold a license in any other state? <input type="checkbox"/> Yes - Location _____ <input type="checkbox"/> No Attach a Letter of Good Standing from each state's licensing authority.				

PRINT NAME Corporate Officers or Member Managers	ADDRESS (Number, Street, City, State, Zip Code)	DATE OF BIRTH	SOCIAL SECURITY NUMBER	TITLE
1.				
2.				
3.				
4.				

Applicant's Certification:

I hereby certify that the statements in this application are true and correct. I have not withheld information which might affect the decisions to be made on this application. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law. I hereby authorize the Department of Energy, Labor & Economic Growth and its agents to investigate any statements made by me in this application, including checking criminal, civil and administrative records. I am aware that the department will perform criminal background checks through the Michigan State Police and the Federal Bureau of Investigation. I further authorize the Department or its agents to examine my books and records at the Department's discretion.

Sole Proprietorship or License Holder	{	Signature
Corporation, LLC, PLLC, Partnership, LLP	}	Partner or President
		Partner or Treasurer
		Partner or Secretary