



APPLICATION REQUIREMENTS/PROCEDURES

The State of Minnesota requires licensing for Private Detectives and Protective Agents as defined in Minnesota Statutes 326.32 to 326.339. This information sheet **summarizes** the key requirements and procedures involved. For specific language, refer to the statutes.

Definitions regarding the application process can be found in the introductory portion of the statute. For identification purposes, the following positions will require that distinctions be made:

APPLICANT: Any person making application for a private detective or protective agent license on an individual license level.

QUALIFIED REPRESENTATIVE:

The individual involved in the day to day management and supervision of the licensed activity in a partnership or corporation. The Qualified Representative must meet all qualification standards as dictated by statute.

MINNESOTA MANAGER:

This position is required when the license applicant (either a partnership or corporation) is based **outside** MN and plans a business location within MN to regularly conduct business. The candidate must meet the same experience qualifications as the Qualified Representative.

Listed are **some** of the basic requirements of applicants, qualified representatives, Minnesota managers, and those parties signing the application:

1. Each person signing the application must be at least 18 years of age.
2. Each person must have a record free of felony convictions, and no record of convictions of offenses stipulated in statute.
3. The applicant must supply a \$10,000 Surety Bond (private detective or protective agent) at the time of application.
4. The applicant must supply Proof of Financial Responsibility at the time of application (see Statute for option fulfillment).
5. Complete required application materials and supporting documents.
6. Be of good character, honesty and integrity.

EXPERIENCE - PRIVATE DETECTIVE

The applicant, qualified representative or Minnesota Manager for a **PRIVATE DETECTIVE** license must provide documentation supporting a minimum of 6,000 hours of employment, as an investigator in one or more of the following areas, showing competency and ability:

1. Employed as an **investigator** with a licensed private detective agency.
2. Employed as an **investigator** with a United States government investigative service.
3. Employed as an **investigator** for a city police department or sheriff's office.
4. Be employed in an occupation the Board finds equivalent in scope, responsibility and training as one of the specific occupations listed above.

EXPERIENCE - PROTECTIVE AGENT

The applicant, qualified representative or Minnesota Manager for a **PROTECTIVE AGENT** license must provide documentation supporting a minimum of 6,000 hours of employment in one or more of the following areas, showing competency and ability:

1. Employed in a **protective/security** capacity with a licensed protective agent, or in a **protective/security or investigative** capacity for a licensed private detective. Have experience in security systems, audits and supervision.
2. Employed in a **protective/security or investigator capacity** with a United States government investigative service.
3. Employed in a **protective/security or investigator capacity** with a city police department or sheriff's office.
4. Be employed in an occupation the Board finds equivalent in scope, responsibility and training as one of the specific occupations listed above.

EACH PERSON signing the application (i.e. Qualified Representative, Applicant, Minnesota Manager, Chief Executive Officer, Chief Financial Officer and/or Partner) must comply with the following:

1. Complete appropriate application forms (with appropriate signatures).
2. Complete a criminal history request form.
3. Submit a recent photograph and a full set of fingerprints.
4. Provide five references (not related by blood or marriage) who have known the subject for a minimum of five years.
5. The **Qualified Representative and/or Minnesota Manager** must provide documentation of work experience (as outlined).

Contact the Board office regarding a change in licensing for protective agent services for vehicle escort services.

Upon **written request and receipt of a non-refundable application fee of \$25** (check or money order payable to the Board of Private Detective and Protective Agent Services), an application packet will be mailed. State the type (**Private Detective or Protective Agent**) and level (**individual, partnership or corporation**) of license application you would like to receive, including your full name and address.

LICENSE FEE SCHEDULE: (Fees listed below are current as of July 1, 2001.)

PRIVATE DETECTIVE:		PROTECTIVE AGENT (same for Escort Services):	
Individual	\$1,000.00	Individual	\$800.00
Partnership/LLP	\$1,700.00	Partnership/LLP	\$1,600.00
Corporation/LLC	\$1,900.00	Corporation/LLC	\$1,800.00

All checks or money orders should be made payable to the "**Private Detective and Protective Agent Services Board.**" In the event an application for license is denied, one-half of the initial license fee will be refunded.

Questions can be addressed to the Board office at 651-793-2666 (TTY 651-282-6555) or mn.pdb@state.mn.us

Completed applications must be submitted to the Board's administrative office at: 1430 East Maryland Avenue
St. Paul, MN 55106

NOTE: License holders and their employees are subject to mandated training. For more information go to www.pdpaboard.state.mn.us or contact the Board office.