



BOARD OF
PRIVATE DETECTIVE &
PROTECTIVE AGENT SERVICES

LICENSE HOLDER GUIDE

2024

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WELCOME!

Please see the below contact information for Board Staff:

General office

Email: mn.pdb@state.mn.us

Phone: 651-793-2669

Executive Director: **Kate White**

Email: kate.white@state.mn.us

Phone: 651-793-2666

Assistant to the Executive Director: **VACANT**

Email:

Phone:

Complaints: **Chris Krajsa**

Email: christine.krajsa@state.mn.us

Phone: 651-793-2668

Contact for any issues regarding complaints

Investigative Analyst: **Abby Smith**

Email: Abigail.smith@state.mn.us

Phone: 651-793-2667

Contact for data requests and filing complaints

FIRST STEPS

The Qualified Representative, Minnesota Manager, Partners (if applicable), or Individual (if applicable) have **21 days** to complete the required 12 hour Pre-Assignment training course, from the date of license approval, hire, or Officer Change application approval per [MN Statute 326.3361 subd. 2 \(1\)](#).

All approved training providers for this course can be found on our website, located [here](#).

- Course code PPA is for Preassignment Protective Agent
- Course code PPD is for Preassignment Private Detective

NOTE: Several training courses are offered online, please contact our office for a list of online only courses.

If you or any employees are an active POST license holder, they do not need to complete the training requirements as long as they submit a copy of their active POST license with your renewal forms, per [MN Statute 326.3361 subd. 4](#).

The Qualified Representative, Minnesota Manager, Partners (if applicable), or Individual (if applicable) must also be issued an Identification Card by the license holder.

326.336 EMPLOYEES OF LICENSE HOLDERS.

Subd. 2. Identification card. An identification card must be issued by the license holder to each employee. The card must be in the possession of the employee to whom it is issued at all times. The identification card must contain the license holder's name, logo (if any), address or Minnesota office address, and the employee's photograph and physical description. The card must be signed by the employee and by the license holder, qualified representative, or Minnesota office manager.

STATUTORY REQUIREMENTS

Per [MN Statute 326.3361 subd. 2 \(3\)](#), you (Qualified Representative/Minnesota Manager/Partner) and ALL employees who provide licensable services in the State of Minnesota per [MN Statute 326.338](#) must complete a **MINIMUM** of **6 hours** of Board approved training **ANNUALLY**. A list of approved training providers can be found on our website [here](#).

- Course code CPA is for Continuing Protective Agent
- Course code CPD is for Continuing Private Detective
- Course code CPDPA is for Continuing Private Detective AND Protective Agent
- Course code IA is for Initial Armed training
- Course code CA is for Continuing Armed training

You must complete at least 6 hours between **RENEWAL MONTH/1/2024** and **RENEWAL MONTH/1/2025** (with an additional 6 hours if armed, per [MN Statute 326.3361 subd. 2 \(3\)](#)) and another 6 hours between **RENEWAL MONTH/1/2025** and **RENEWAL MONTH/1/2026**.

****CEU HOURS DO NOT ROLL OVER****

For example: if you are unarmed and complete 12 hours of CEU's all in one year, you will still have to complete at least 6 hours the following year.

You must notify the Board within seven (7) days for change of business address, phone, or business name, per [MN Statute 326.3385 subd. 1](#).

For a business name change, the fee is listed below;

NAME CHANGE FEE: **\$25**

You must also provide proof of the name change on:

- Your Surety Bond
- Your Certificate of Insurance (if applicable)
- Your updated business registry with the MN Secretary of State

Make Checks Payable to: Minnesota Board of Private Detective and Protective Agent Services

1430 Maryland Avenue East, Saint Paul, MN 55106

STATUTORY REQUIREMENTS CONT.

Corporate and partnership license holders must notify the Board of any change of Qualified Representative, Chief Executive Officer, Chief Financial Officer, or Minnesota Manager per [MN Statute 326.3385 subd. 2.](#)

The fee schedule for Officer Changes is below:

<u>Private Detective License</u>	<u>Protective Agent License</u>
Minnesota Manager <ul style="list-style-type: none">• Partnership: \$850• Corporate/LLC: \$950	Minnesota Manager <ul style="list-style-type: none">• Partnership: \$800• Corporate/LLC: \$900
Qualified Representative <ul style="list-style-type: none">• Partnership: \$850• Corporate/LLC: \$950	Qualified Representative <ul style="list-style-type: none">• Partnership: \$800• Corporate/LLC: \$900

There is **NO FEE** for a CEO or CFO change, however an application form is still required. All Officer Change forms can be found on our website [here](#).

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- You must maintain a current surety bond in the amount of \$10,000, per [MN Statute 326.3382 subd. 3 \(b\)](#). This information is reported to us at each license renewal, per [MN Statute 326.3383 subd. 3](#).
 - You must maintain current proof of financial responsibility, per [MN Statute 326.3382 subd. 3 \(c\)](#), this information is reported to us at each license renewal, per [MN Statute 326.3383 subd. 3](#).
 - The original license certificate must be returned to the Board within seven days of revocation, suspension, or decision not to reissue, per [MN Statute 326.3385 subd. 3](#).
 - Please note that employees you may hire are not license holders themselves. Employees must be on your payroll, representing themselves as employees only.
 - If you plan to change the status of your business (e.g., individual to corporation), you must apply for a change in license status.
 - Licenses issued by the Board are not transferable. If you anticipate a sale of your business, you will need to contact our agency for instructions, per [MN Statute 326.3389](#).
 - Please comply with all laws regarding [badges, ID cards, uniform colors](#), and [vehicle colors](#).

HIRING EMPLOYEES

- Run a BCA and FBI background check, pursuant to MN Statute 326.36 Subd 1.
 - *A license holder may employ, in connection with the business of private detective or protective agent, as many unlicensed persons as may be necessary; provided that every license holder is at all times accountable for the good conduct of every person employed. When a license holder hires a person to perform services as a private detective or protective agent, the employer shall submit to the Bureau of Criminal Apprehension a full set of fingerprints of each employee and the written consent of the employee to enable the bureau to determine whether that person has a criminal record. The employee is a conditional employee until the employer receives a report from the bureau that, based on a check of the criminal records maintained by the bureau, the prospective employee has not been convicted in Minnesota of a felony or any offense listed in section 326.3381, subdivision 3, other than a misdemeanor or gross misdemeanor assault. During the period of conditional employment, the person may not serve as a private detective or protective agent, but may be trained by the employer. The bureau shall immediately forward the fingerprints to the Federal Bureau of Investigation and request the Federal Bureau of Investigation to conduct a criminal history check of each conditional employee. The bureau shall determine if the Federal Bureau of Investigation report indicates that the employee was convicted of a disqualifying offense and shall notify the employer accordingly. The employer shall immediately dismiss an employee who has been convicted of a disqualifying offense.*

Any documents regarding background checks for your company (employees you hire) should be sent to:

MN Bureau of Criminal Apprehension

CHA Unit

1430 Maryland Ave. East

St. Paul, MN 55106

Please include the following:

- Fingerprint Card
- Signed Informed Consent Form (see template on website [here](#))
- A check to MN Bureau of Criminal Apprehension in the amount of **\$33.25**

For questions regarding background check options and fees, contact the BCA at 651-793-2400 or look at [this](#) link.

****The background check results will state whether or not the applicant qualifies to be a private detective or protective agent. If you get a letter stating the applicant does not qualify, be advised there is no appeal process with the Board, therefore the applicant simply does not qualify and cannot provide services in the State of Minnesota.**

- Issue the employee an ID Card, pursuant to MN statute 326.336 Subd. 2.
 - *An identification card must be issued by the license holder to each employee. The card must be in the possession of the employee to whom it is issued at all times. The identification card must contain the license holder's name, logo (if any), address or Minnesota office address, and the employee's photograph and physical description. The card must be signed by the employee and by the license holder, qualified representative, or Minnesota office manager.*
- And have the employee complete at least 12 hours of Certified Preassignment Training within the first 21 days of employment.

RENEWAL INFORMATION

Your license reissuance is for 2 years. Prior to the expiration date, we will send a reminder email to fill out these forms. The entire reissuance application packet can be found on our website, [here](#). You should be prepared to submit these materials in a timely manner so that your license will not automatically expire.

Staff advises you to review the renewal form and materials prior to your renewal due date to familiarize yourself with the forms and begin filling out applicable information during your license renewal period instead of all at once.

The Affidavit of Training (AOT) contains all hire (background check, ID card, hire date) and training information for you and any employees you may hire during the 2 year renewal period. There is a fillable version of this form on our website, under the same tab as the above renewal form. The AOT must be submitted in an Excel spreadsheet format to be accepted.

Should you or any of your employees take a training course that is not currently listed on our website as an approved course, you will need to complete a Continuing Education Training Application to receive credit for the course.

If you are wanting to create a course for your employees, you will need to complete a New Training Course and New Training Instructor Application.

All training application forms can be found on our website [here](#).

**Feel free to reach out to our office with any questions you may have. We will see you again
when your license renewal is due! 😊**

Sincerely,

MN Board of Private Detective and Protective Agent Services Staff

Mn.pdb@state.mn.us

651-793-2669