

West Virginia Secretary of State
1900 Kanawha Blvd., East
Bldg. 1, Suite 157-K
Charleston, WV 25305



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Website: www.wvsos.gov

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FILE ONE ORIGINAL
(Two if you want a filed stamped
copy returned to you.)

Office Hours: Monday - Friday
8:30 a.m. - 5:00 p.m. EST

RENEWAL APPLICATION

LICENSE AS A PRIVATE INVESTIGATOR AND/OR SECURITY GUARD Chapter 30, Article 18 of the WV Code

Please include the following with your renewal application for private investigator or security guard license:

1. A completed renewal application. **PLEASE** do not staple.
2. An original bond continuation certificate or valid surety bond with raised embossed seals.
3. A copy of your current business registration certificate issued by the West Virginia State Tax Department. (If you are not currently conducting business in West Virginia, you must submit a notarized statement attesting to that.)
4. **Non-Resident Application:** Out-of-State applicants who are obtaining a firm license must submit a certificate of existence or certificate of good standing from the Secretary of State's Office in their home state in which they are formed.
5. Include two (2) passport size photos taken within the last year.
6. A check (payable to West Virginia Secretary of State) or money order for your renewal fee:

Criminal History Background Check Fee (non-refundable): \$50.00

License Fee:

- West Virginia Resident Application

- o Individual: \$100.00
- o Firm: \$200.00
- o Combined PI/SG Individual: \$200.00
- o Combined PI/SG Firm: \$400.00

- Non-Resident Application

- o Individual: \$500.00
- o Firm: \$500.00
- o Combined PI/SG Individual: \$1000.00
- o Combined PI/SG Firm: \$1000.00

7. Each **FIRM must submit a list of employees** who are working in West Virginia. This list must include the employee's name, address, birth date and social security number. Your application will not be processed until we receive this information.

APPLYING FOR A LICENSE AS A PRIVATE INVESTIGATOR AND/OR SECURITY GUARD
Chapter 30, Article 18 of the WV Code
RENEWAL APPLICATION

PLEASE IDENTIFY YOUR APPLICATION BY CHECKING THE CATEGORY OR CATEGORIES WHICH APPLY:

West Virginia Resident Application

Non-Resident Application

- | | |
|--|--|
| <input type="checkbox"/> Individual Private Investigator(\$150) | <input type="checkbox"/> Individual Private Investigator (\$550) |
| <input type="checkbox"/> Individual Security Guard (\$150) | <input type="checkbox"/> Individual Security Guard (\$550) |
| <input type="checkbox"/> Combined PI/Security Guard Individual (\$250) | <input type="checkbox"/> Combined PI/Security Guard Individual (\$1,050) |
| <input type="checkbox"/> Private Investigative Firm (\$250) | <input type="checkbox"/> Private Investigative Firm (\$550) |
| <input type="checkbox"/> Security Guard Firm (\$250) | <input type="checkbox"/> Security Guard Firm (\$550) |
| <input type="checkbox"/> Combined PI/Security Guard Firm (\$450) | <input type="checkbox"/> Combined PI/Security Guard Firm (\$1,050) |

****Fee includes \$50 Non-refundable application processing fee**
(Please print or type)

1. Name _____

Last
First
Middle
2. Address _____

Street
City
County
State & Zip
3. Telephone _____ Social Security No. _____
4. Email Address _____
5. If you are a firm, please complete the following information:
Firm name _____
Firm address _____
Firm telephone _____

Name and address of President

Signature

Name and address of Secretary

Signature

Name and address of Treasurer

Signature

Other Officers and Directors

Signatures

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Chapter 30, Article 18 of the WV Code

6. Name and address of any sub agency, office or branch office for which renewal is requested:

7. If a firm, the name of the individual whose qualifications are presented to meet the experience/education requirements of WV Code, 30-18-2(1):[Qualifying Agent]

*****Note that if firm changes their current qualifying agent a complete application must be submitted for the new qualifying agent. License cannot be renewed until the new qualifying agent is approved.***

8. Has the applicant or any officer, partner or employee been charged, indicted, arrested or convicted of any criminal offenses against the United States or the laws of this State or of any State or territory during the last year _____

If yes, where and what offense _____

9. Has the applicant or any officer, partner or employee been a patient in a public or private mental hospital within the last year? _____ If yes, where? _____

I, hereby certify that all answers and statements given herein are true and complete without reservations of any kind. It is understood that all facts contained in this application are open to thorough investigation.

Date

Signature of Individual or Officer

Title of Officer

