

Private Detective License Application Instructions

The Act of 1939 and Private Detective Rules and Regulations can be found at www.njsp.org click on services, scroll to private detective information.

Things you should know before applying

*Pursuant to NJAC 13:55-1.8 -**No** ACTIVE LAW ENFORCEMENT OFFICER OR INVESTIGATOR of any Federal, State, County or Municipal Police Agency may hold a Private Detective license or serve as a qualifying member, officer or director of any firm, association or corporation licensed under the Act.*

YOU MUST BE A UNITED STATES CITIZEN.

A credit check is performed as part of the background investigation, poor credit can be an issue in the approval or denial of application.

Existing Corporation

*If you are applying as an officer or qualifier for an 'Existing' NJ License. Please indicate the License number on page 1, upper top right corner where it reads "case file number." Also include, with your application a letter of intention, and direct contact information. No application fee is needed for an **existing** NJ license.*

Finger Printing

*For an Initial application process, contact our office for a temporary number for block #7 on your Morpho Trust Form for "Private Detective License". 609-633-9352. Applicants that reside in NJ must go to a Morpho Trust site. Applicants that reside out of state, may submit "ink and roll" this procedure requires- 2 finger print cards, Morpho Trust "Out of State" form-completed by applicant, and a certified check in the amount listed in block#6 on the Morpho form. You **Must** be outside the 20 miles radius of NJ to submit ink and roll.*

Fees

*Applicant's must submit along with application a **Non-Refundable** license fee. Individual License fee is \$250.00, an LLC or Corporation License fee is \$300.00, in the form of a cashiers, business, or money order. **No Personal Checks.***

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pg.1

Please make sure all information is filled out and legible.

pg.2

Please indicate only one type of license for which you are applying. ONLY check one box.

List all members/officers on your current corporate or LLC filing.

Select two names, for your proposed license, which then will be approved by the Private Detective Unit. If you have already filed your corporation or LLC with the NJ Department of Treasury, submit filings with application. If out of state, you must still file with NJ Department of Treasury. 609-292-9292.

pg.3

Submit a recent photo, shoulders and above, No hats, glasses.

You must have United State Citizenship.

If you answer yes to any of the four questions, please state full details.

pg.4

List all experience and employment information that would qualify you for a license.

pg.5

Applicant shall list five unrelated reputable citizens over the age of 21. The references will sign and date form, attesting to the approval of applicant's character and competency.

pg.6

Authorization for Release of Information, must be signed, dated and Notarized.

pg.7 Continuation page. **pg.8** For State Police use only.

*Remit application to: New Jersey State Police
Private Detective Unit
P.O. Box 7068
West Trenton, NJ 08628
Attn: New Application*