

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



Telephone: (304)558-6000
Toll Free: (877) FRAUD-WV
Fax: (304)558-0900
Website: www.wvsos.gov
Email: licensing@wvsos.gov

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

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

RENEWAL APPLICATION

LICENSE AS A PRIVATE INVESTIGATOR AND/OR SECURITY GUARD

Renewal period is valid for two (2) years from the date the renewal application is approval by Secretary of State.
The license can be renewed for a one (1) year term by filing the renewal application at the end of the one (1) year renewal period.

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 in amount of \$5,000, **or** valid surety bond with raised embossed seals that must be in the amount of \$5,000, **or** sufficient proof of liability insurance as required by Secretary of State.
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 one (1) passport size photo taken within the last year.
6. The license renewal fee in the form of check or money order made payable to: **West Virginia Secretary of State.**

\$50 License Renewal Fee:

- West Virginia Resident Application

- Individual
- Firm
- Combined PI/SG Individual
- Combined PI/SG Firm

- Non-Resident Application

- Individual
- Firm
- Combined PI/SG Individual
- Combined PI/SG Firm

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.

RENEWAL APPLICATION* FOR A LICENSE AS A PRIVATE INVESTIGATOR AND/OR SECURITY GUARD

Chapter 30, Article 18 of the WV Code

***Renewal period is valid for two (2) years from the date the renewal application is approval by Secretary of State. The license can be renewed for a one (1) year term by filing the renewal application at the end of the one (1) year renewal period.**

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

West Virginia Resident Application and \$50 Fee:**

Non-Resident Application and \$50 Fee:**

****\$50 flat fee for all license types.**

- Individual Private Investigator
- Individual Security Guard
- Combined PI/Security Guard Individual
- Private Investigative Firm
- Security Guard Firm
- Combined PI/Security Guard Firm

- Individual Private Investigator
- Individual Security Guard
- Combined PI/Security Guard Individual
- Private Investigative Firm
- Security Guard Firm
- Combined PI/Security Guard Firm

(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

RENEWAL APPLICATION FOR A LICENSE AS A PRIVATE INVESTIGATOR AND/OR SECURITY GUARD

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

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

FIRM NAME _____

***Note if you have a firm license you must complete the enclosed form listing the current employees working in West Virginia. Your application will not be processed until all information is completed and returned*

LIST OF CURRENT EMPLOYEES WORKING IN THE STATE OF WEST VIRGINIA

NAME	ADDRESS	BIRTHDATE	SOC. SEC. #

I hereby certify that a background check has been completed on each of the above referenced employees and that these files are maintained in our offices.

_____ _____ _____
Signature Title Date

I hereby certify that full fingerprint cards and full-face photographs have been received for the above referenced employees and are kept on file in our offices.

_____ _____ _____
Signature Title Date

I currently have no employees working in the State of West Virginia.

_____ _____ _____
Signature Title Date

CHANGES MUST BE SUBMITTED TO THE SECRETARY OF STATE'S OFFICE WITHIN 60 DAYS.

RENEWAL APPLICATION FOR A LICENSE AS A PRIVATE INVESTIGATOR AND/OR SECURITY GUARD

Chapter 30, Article 18 of the WV Code

CERTIFICATION OF CHILD SUPPORT OBLIGATIONS FORM

1. Name _____
Last First Middle

2. Address _____
Street City County State Zip

3. Phone _____ Social Security No. _____

4. Email Address _____

5. If a firm please complete the following information:

FirmName _____

FirmAddress _____

Firm Telephone _____

Pursuant to WV Code §48A-5A-5(c) each applicant for license must answer the following questions and certify, under penalty of false swearing, that these answers are true and correct.

Please answer yes or no to the following questions:

1. Do you have a child support obligation? _____
2. If the answer to question 1, above is yes, are you in arrearage? _____
3. If the answer to question 2, above is yes, does your arrearage equal or exceed the amount of child support payable for six (6) months? _____
4. Are you the subject of a child support related subpoena or warrant? _____

I, _____ do hereby certify, under penalties of perjury and false swearing, that the above questions are true and correct to the best of my knowledge. I understand that if I make a false statement concerning any question on this application, I may be subject to disciplinary action including, but not limited to, immediate revocation or suspension of your private investigator and/or security guard license.

Date

Signature of Applicant