

PRIVATE INVESTIGATOR AGENCY APPLICATION

VERY IMPORTANT

1) (a) "Private investigation agency license" - issued to any person or entity, as defined in R.S. 37:3503(8), where the individual seeking license or the partner of the partnership seeking license or the principal corporate officer of the corporation seeking license (i) has at least three years experience within the last ten years either working as a private investigator or in an investigative capacity and (ii) satisfies all other requirements for licensing.

Do you have **THREE (3) years full-time investigative experience** within the last 10 years?

YES _____

NO _____

If you answered "NO", go no further. You do not qualify for an Agency License.

If you answered YES, proceed on.

Company/Agency _____

Date of Employment – From (mm/yy) _____ To (mm/yy) _____

Total Number of Years Employed _____

Company/Agency _____

Date of Employment – From (mm/yy) _____ To (mm/yy) _____

Total Number of Years Employed _____

Company/Agency _____

Date of Employment – From (mm/yy) _____ To (mm/yy) _____

Total of Number Years Employed _____

Company/Agency _____

Date of Employment – From (mm/yy) _____ To (mm/yy) _____

Total of Years Employed _____

Company/Agency _____

Date of Employment – From (mm/yy) _____ To (mm/yy) _____

Total of Years Employed _____

*** There may be questions regarding previous employers and number of hours worked. You may need to provide documentation such as W-2's, 1099's and or other proof of employment. If your application is not "clear" as to your 3 years of investigative experience, your application will be returned to you. It will be the responsibility of the applicant to provide proof of 3 years full-time investigative experience.**

- 2. Define in great detail the duties you performed in this investigative work;** Where you gained the experience, how you gained the experience, what you did to gain the experience, who did you work for and when did you gain the experience. Were you specifically trained to perform investigations? If so, when were you trained and who provided the training?

- 3. How many hours per week did you perform these specific duties listed in #2?**

- 4. How many hours per month did you perform these specific duties listed in #2?**

- 5. How many days per year did you perform these specific duties listed in #2?**

- 6. Did you write reports while performing the investigative duties as described in #2 above? If you did, explain why you wrote reports, whom did you send/give the reports to and how many of your investigations resulted in a report being written.**

- 7. Did you testify in court or before a judicial body concerning the investigative duties as reported in #2 above? If you did, how often did you testify and provide an estimate as to how many times you have testified in court. If you have testified, was your testimony in the capacity of a lay witness or as an expert witness? Has any court of competent jurisdiction qualified you as an expert witness? If so, in what field(s)?**

8. Did you interview witnesses while performing the investigative duties listed in #2 above? If so, please provide an estimate as to how many interviews you have conducted while performing the investigative duties as listed in #2 above.

9. Did you perform record searches, data- base searches or other research while performing the duties listed in #2 above? If you did, please explain how and where you performed the searches.

10. Did you attend professional seminars or training while performing the investigative duties listed in #2 above? If so, when did you attend the formal training and who conducted the training?

- 11. Name the specific person(s) who supervised you while performing the investigative duties listed in #2 above and provide telephone numbers and/or addresses so they may be contacted for verification.**
- 12. Were you commissioned/licensed by another board, agency or other entity while performing the investigative duties listed in #2 above? If so, please provide the names, addresses and telephone numbers of the licensing authority.**
- 13. How many cases/files did you investigate at any one time during the time you performed the investigative duties listed in #2 above? Please provide information as to the type cases that you were assigned to investigate.**

14. Did you perform these investigative duties under the direction of another or as an independent contractor? Please explain your answer in detail.

15. Did you manage/supervise other persons involved in investigative work while performing the investigative duties outlined in #2 above? If you did, please explain in detail as to how many you supervised and in what capacity?

16. What percentage of your TOTAL personal income was derived from performance of these specific investigative duties listed in #2 above?

17. Have you had any formal training concerning the running/operation of a business? If so, explain in detail.

18. If you are an APPRENTICE or INDIVIDUAL license holder and you are

requesting a transfer up to an AGENCY level license, please provide the names of all agencies you have worked for and provide affidavits from ALL previous investigative agencies/employers. The affidavits shall reflect that you have worked for them, when you worked for them and what you did for them. Please provide detailed information.

**You are applying for a private investigator agency license.
Please sign this document before a notary, stating that all the information that you have provided to the Board is true and correct.**

APPLICANT

Sworn and subscribed this _____ day of

_____, _____.

**before _____, Notary Public,
Parish/County of**

State of _____.

Notary Seal

Notary Public

**NOTICE: PLEASE WAIT TO SIGN UNTIL YOU ARE IN FRONT OF THE
NOTARY. THEY HAVE TO WITNESS YOUR SIGNATURE.**