

PRIVATE INVESTIGATOR AGENCY APPLICATION

VERY IMPORTANT

1. " 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 or the principal corporate officer of the corporation seeking license (i) has at least three years within the last ten years either working as a private investigator or in an investigative capacity and (ii) satisfies all other requirements for licensing.
2. Do you have THREE (3) years of full-time investigative experience within the last ten years?

YES _____

NO _____

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

If you answered "YES", You must provide the following information.

Employment History For The Past Ten Years

NOTE: Please define in detail the duties you performed while doing this investigative work. Where you gained the experience, how you gained the experience, what you did to gain the experience, who were you employed by, were you specifically trained to perform investigations, if so when were you trained, how were you trained, etc.

Company / Agency: _____

Dates Of Employment: From (MM/YY) _____ To (MM/YY) _____

Position: _____

Contact Information: _____

Duties: Please check and answer All that are applicable.

<input type="checkbox"/> Surveillance <input type="checkbox"/> Locate witnesses <input type="checkbox"/> Interview witnesses <input type="checkbox"/> Witness statements <input type="checkbox"/> Managed others <input type="checkbox"/> Background checks	<input type="checkbox"/> Field notes, handwritten <input type="checkbox"/> Field notes, tape recorded <input type="checkbox"/> Testify in court, lay witness <input type="checkbox"/> Testify in court, expert witness <input type="checkbox"/> Supervised others <input type="checkbox"/> Domestic investigations	<input type="checkbox"/> Write reports of investigation <input type="checkbox"/> Statements of witnesses <input type="checkbox"/> Activities performed under direct supervision of agency <input type="checkbox"/> Activities performed as journeyman <input type="checkbox"/> Public records searches (if yes, answer # 6 below) <input type="checkbox"/> other specialty investigation:
How many hours per week? _____		How many hours per month? _____
What percentage of your total income was derived from the above activities? _____		
How many investigations did you work per week ? _____		How many investigations did you work per month ? _____
Testify as lay witness, how often? <input type="checkbox"/> Yes <input type="checkbox"/> No • If yes, answer #4 below.		Testify as expert witness, how often? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you done any witness interviews? <input type="checkbox"/> Yes <input type="checkbox"/> No • If yes, answer #5 below.	Have you taken any statements of witnesses? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you written any investigative reports? <input type="checkbox"/> Yes <input type="checkbox"/> No • If yes, please answer #3 below.	

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<input type="checkbox"/> Interview witnesses	<input type="checkbox"/> Testify in court, lay witness	<input type="checkbox"/> Activities performed under direct supervision of agency
<input type="checkbox"/> Witness statements	<input type="checkbox"/> Testify in court, expert witness	<input type="checkbox"/> Activities performed as journeyman
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<input type="checkbox"/> Interview witnesses	<input type="checkbox"/> Testify in court, lay witness	<input type="checkbox"/> Activities performed under direct supervision of agency

5. Have you testified in court or before a “judicial body” as part of the investigative experience described in Question No. 2? How often did you testify? If you have testified was your testimony in the capacity of a “lay witness” or as a “expert witness”? Has any court of competent jurisdiction qualified you as an expert witness? If so, in what field of expertise?

6. Have you interviewed witnesses while performing the investigative activities as described in Question No. 2? If so please provide an estimate as to how many interviews you have conducted and the general purpose of those interviews you conducted in an investigative capacity.

7. Have you performed public record searches, database research or other searches / research while performing the investigative activities as described in Question No. 2? If so please provide information as to the general purpose of those searches you conducted in an investigative capacity.

8. How many investigations / cases did you work on at any one time during the time you were performing the investigative activities as described in Question No. 2? Please provide information as to the types of cases you were assigned to investigate.

9. Did you perform these investigations under the direct supervision of another or as an independent contractor? Please explain your answer in detail.
10. Did you manage / supervise other individuals / investigators involved in the conduct of investigative work, while performing the investigative activities as described in Question No. 2? If so please describe in detail as to how many individuals you supervised and in what capacity.
11. What percentage of your TOTAL personal income was derived from performance of those specific investigative activities as described in Question No. 2?
12. Have you attended professional seminars or training while performing the investigative activities as described in Question No. 2? If so please provide information as to any formal / classroom training you have received, when you attended, who conducted the training, etc.
13. Have you been commissioned / licensed by another State Board, Agency or other entity while performing the investigative activities as described in Question No. 2? If so, please provide the names, addresses and contact information including telephone number, name of supervisor for the licensing authority.

14. Have you had any formal training regarding the management / operation of an investigative agency, the management of a business? If so, please explain in detail.

15. If you are an INDIVIDUAL or JOURNEYMAN license holder and you are applying to transfer to an Agency license, please be sure to provide the names of all the agencies you have been employed with and / or worked for. In addition please provide "affidavits" from ALL previous investigative agencies / employers. The "Affidavits" shall reflect that you have worked for them, when you worked for each agency and what you investigative activities were. Please provide detailed information in the "affidavit".

You are applying for a private investigator agency license. Please sign this document before a notary public, stating that all of the information which you are providing to the LOUISIANA STATE BOARD OF PRIVATE INVESTIGATOR EXAMINERS is true and correct.

Applicant: _____

Sworn To and Subscribed This _____ Day of _____, _____.

Before _____, Notary Public, State of _____.

Notary Seal _____

Notary Public