ATTENTION

INDIVIDUAL APPLICATION CHECKLIST

Before submitting your application, please make sure you have completed the checklist below. If you do not prepare the packet in detail and as requested, it will be returned to you. **You may not work as a private investigator until your individual private investigator license number has been issued.**

- ☐ Completed the board approved 40-hour course and received written notification of passing the exam. **If you are exempt from the course, you must have taken and passed the exam before submitting this application.**
- ☐ Individual application (three pages) must be completely filled out and notarized. **Please make sure you sign your name between the lines on page three.**
- ☐ Sponsor form filled out and signed by sponsoring Agency holder.
- ☐ Copy of your current driver's license.
- ☐ 4 X 6 or 5 X 7 color photograph with a light-colored background. **Passport photos are not acceptable.** *If you are currently licensed as a Louisiana investigator, you will not need to submit a new photo.*
- ☐ All applicants must submit to a criminal fingerprint background check. The applicant will be notified with instructions on how to schedule the background check with Identogo, **after** the application and fee have been received by the board office. If the board office receives the results of your criminal background check before receiving your application and fee, the results will **NOT** be accepted. You will be required to schedule a second fingerprint background check at a service center. There will be an additional cost.
- ☐ Fee – The Individual application fee is $200.00. **Payment must be in the form of a money order or business/personal check. We do not accept cash or credit cards. These fees are non-refundable.**

The board office only accepts applications (hand delivered) between the hours of 8:00am – 10:30am & 12:30pm – 2:00pm, Monday through Thursday. We do NOT accept hand delivered applications on Friday. The board office does not accept cash or credit cards.

JEFF LANDRY
GOVERNOR

State of Louisiana

Board of Private Investigator Examiners

LANCE WALLACE
WALTER T. ASMUSSEN
MARIA LANDRY
MARCAL POULLARD
ANNETTE KOVAC
JONATHAN MITCHELL
PAUL DUGAS
PAT ENGLADE
EXECUTIVE DIRECTOR

APPLICATION PACKAGE

INDIVIDUAL

Dear Sir or Madam:

I am enclosing the requested application packet for private investigator licensing as required by **LA. R.S. 37:3500-3525.**

Please read all information carefully and complete the entire application by either typing or printing the information when answering all questions. When sending in your application, you must send everything that is required in the instruction sheets in order for your application to be processed. If not complete, the application will not be accepted or processed and your entire packet will be returned to you for further completion. An additional $20.00 processing fee will be added to all returned paperwork. Once an application is accepted, there will be no refund of fees per **LA. R.S. 37:3516(A)**.

The Board staff will be happy to answer any questions that you may have concerning the application. I suggest that you contact the Board office at (225) 763-3556 or (800) 299-9696.

The Board encourages you to attend all meetings of the Board as time permits. We appreciate your interest.

Sincerely,

Pat Englade

Pat Englade
Executive Director

7414 Perkins Road • Suite 120 • Baton Rouge, Louisiana 70808
Phone (225) 763-3556 • www.lsbpie.com • Email: info@lsbpie.com

Private Investigator Individual Applicant

You have been provided with an application so that you may apply for a private investigator Individual level license. You must complete the entire application, being extremely detailed when providing information.

The application is a three-page document. It must be completed in detail and must be notarized. Do not leave any questions unanswered.

Sponsor form must be filled out and signed by the sponsoring agency holder.

The required COLOR photograph must be clear and precise and must be a 4 X 6 or a 5 X 7 with a light-colored background. Passport photographs are not acceptable. Reproductions and copies are also not acceptable. **YOUR PHOTO MUST LOOK EXACTLY LIKE THE EXAMPLE IN THE BACK OF THIS PACKET.**

After receiving your application, we will contact you with instructions on how to schedule the background check with IdentoGo.

The licensing fees are $200.00 and are **non-refundable**. **Payment must be in the form of a money order or business/personal check. We do not accept cash or credit cards.**

If you do not prepare the application in detail and as requested, it will be returned to you, thus stalling your application process.

INDIVIDUAL LICENSE APPLICATION

Last Name	First Name	Middle Name

1. Agency Name

Agency's Street Address

City	State	Zip

2. Applicant's Home Address

City	State	Zip

3. Social Security No.:

4. Driver's License No. & State:

5. Phone Numbers (Include Area Code):
Applicant's # Agency's #

6. Former Residence for Last 7 Years

From / To	Street and Number	City, State, Zip Code
Month Year		
Month Year		
Month Year		

7. Description:

Age	Sex	Height	Weight	Hair	Eyes	Build	Complexion

8. Date of Birth:	9. Citizen of:	10. Place of Birth: (City, State)

11. Marital Status: ___Single ___Married ___Divorced ___Widow(ed) ___Separated	Spouse's Name:	Date and Place of Divorce or Separation:

12. Have you ever served in U. S. Armed Forces? ____ Yes ____ No	Branch of Service:	Dates of Service:

13. Are you now a member of a Reserve or NG Organization? ___ Yes ___ No	If Yes, state unit designation and address

14. Have you ever been court martialed, fined, or disciplined under UCMJ or service regulations? ___ Yes ___ No	If answer is yes, explain fully giving dates and location on a separate sheet.

15. Have you ever been convicted in any jurisdiction of any felony? ____ Yes ____ No	If answer is yes, please furnish complete details concerning the the conviction(s) on a separate page.

16. Are you now or have you ever been a member of, or have you supported any movement, group or organization which advocates the overthrow of the government of the United States of America? ____ Yes ____ No	If answer is yes, please furnish complete details on a separate page.

17. Have you ever been denied or refused a license? ____ Yes ____ No	If your answer is yes, please furnish complete details on a separate page.

18. Have you ever been convicted of a crime involving moral turpitude? ____ Yes ____ No	If your answer is yes, please furnish complete details on a separate page.

19. List below all of your work experience in the last 7 years. If more space is needed, use a separate sheet.

A. Date of Employment From: To:	Type of Business	Your Title and Position
Name of Business	Name and Title of Immediate Supervisor	
Reason for Leaving		
Describe your work in detail		

B. Date of Employment From: To:	Type of Business	Your Title and Position
Name of Business	Name and Title of Immediate Supervisor	
Reason for Leaving		
Describe your work in detail		

C. Date of Employment From: To:	Type of Business	Your Title and Position
Name of Business	Name and Title of Immediate Supervisor	
Reason for Leaving		
Describe your work in detail		

20. Has your driver's license ever been suspended?
____ Yes ____ No

21. REFERENCES: List 3 persons, not employers or relatives, who have a knowledge of your character and ability.

Name	Address	Occupation	Years Known
A.			
B.			
C.			

YOUR EMAIL ADDRESS: _____

	Grade Completed	Date Last Attended	Did You Graduate?	Name/Location of School
Elementary	1 2 3 4 5 6 7 8			
High School	9 10 11 12			
College and Other Schools Attended				

CERTIFICATE

I hereby certify that this application contains no willful misrepresentation or falsification, and that information given by me is true and complete to the best of my knowledge and belief. I acknowlege that my signature below constitutes my consent for all information to be verified by the Board.

AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION

By my signature below, I hereby authorize the Louisiana State Police to release all pertinent criminal record information maintained in their files, other states files, or the FBI files (if applicable) which may confirm or deny my eligibility with the Louisiana State Board of Private Investigator Examiners. Pursuant to Title 28, C.F.R., Section 16.34, officials making the determination of suitability for licensing or employment shall provide the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. I am acknowledging the receipt of the Privacty Act Statement, Noncriminal Justice Applicant Privacy Rights, FBI Privacy Act Statement and Fingerprint Challange Rights Notice.

****NOTICE** THE APPLICANT'S SIGNATURE IS REQUIRED BELOW:**

PLEASE SIGN BETWEEN THE LINES USING BLACK INK. ALSO, PLEASE WAIT TO SIGN UNTIL YOU ARE IN FRONT OF THE NOTARY. THEY HAVE TO WITNESS YOUR SIGNATURE.

Sworn to and Subscribed this _____ day of _____ _____, before _____

Notary Public, Parish/County of _____ State of _____

_____

Notary Public

LOUISIANA STATE BOARD
PRIVATE INVESTIGATOR EXAMINERS
7414 PERKINS ROAD, SUITE 120
BATON ROUGE, LA 70808

PHONE (225) 763-3556

SPONSOR FORM

DATE: _____

SPONSORING AGENCY NAME: _____

AGENCY MAILING ADDRESS: _____

_____
(city) (state) (zip)

AGENCY PHONE # (_____) _____

Please print the following:

I agree to sponsor _____
(name of applicant or investigator)

in the capacity indicated below:

( ) Licensed Investigator

( ) Apprentice

Agency Owner/Manager:

_____ _____
(Print name) (Signature)

_____
Owner/Manager's LA Private Investigator License Number

Fingerprint Background Check

The Louisiana State Board of Private Investigator Examiners conducts a background check of applicants through the state "Louisiana Department of Public Safety and Corrections (DOC)" and the "Federal Bureau of Investigation (FBI)" as part of the application process as required by law. As of October 2025, the Louisiana State Board of Private Investigator Examiners will be using a new statewide applicant processing system for criminal background checks.

Once the application and fee are received by the board office, the applicant will be advised on how to schedule an appointment with IdentoGo. Do **NOT** have your prints taken before your completed application and fee are received by the board office.

If the board receives the results of your criminal background check before receiving your application and fee, the results will **NOT** be accepted. You will be required to schedule a second fingerprint background check at a service center. There will be an additional cost.

You will be able to check the status of your background check through the service center after you have been printed. Please do not call the board office to see if we have your results.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- **You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.[2]**
- **You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.**
- **You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).**
- **If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.**
- **If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.**
- **If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)**
- **You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]**

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[1] Written notification includes electronic notification, but excludes oral notification.

[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

See Page 2 for Spanish translation.

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- **Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.[2]**
- **Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.**
- **Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.**
- **Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.**
- **Officials must use the FBI criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]**

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

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[1] Written notification includes electronic notification, but excludes oral notification.
[2] See https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.[1] Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- **Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.[2]**
- **Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.**
- **Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).**
- **Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.**
- **Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en https://www.fbi.gov/services/cjis/identity-history-summary-checks y https://www.edo.cjis.gov.**
- **Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de .https://www.edo.cjis.gov. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)**
- **Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.[3]**

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1 La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

2 https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

3 Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).

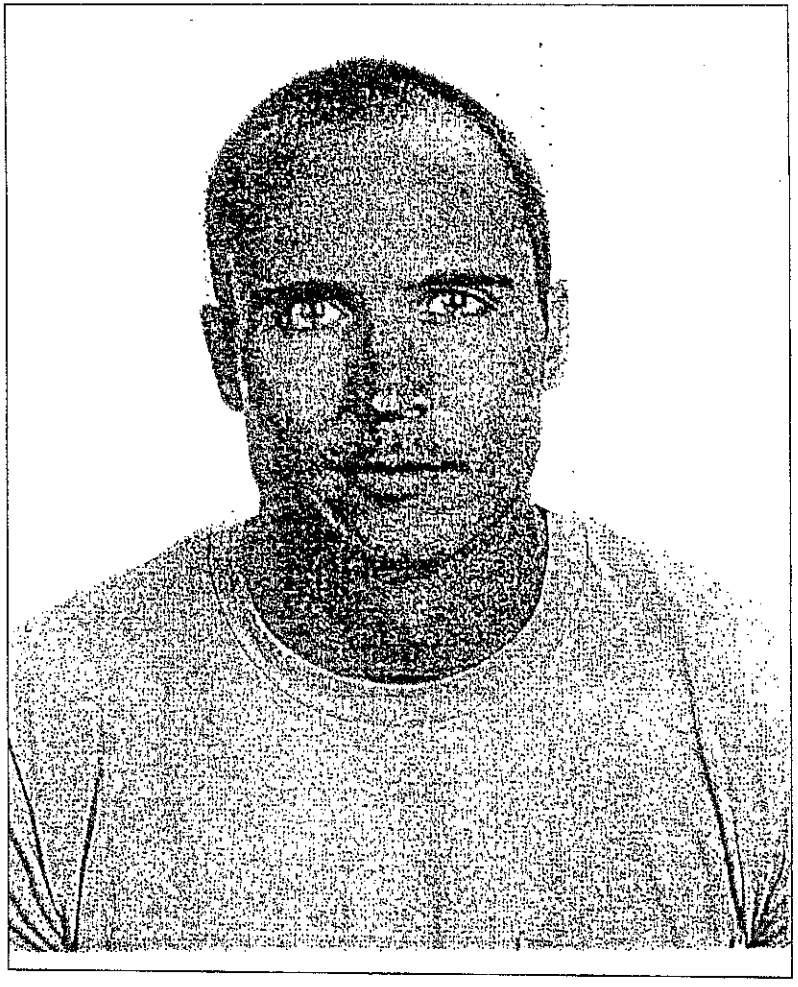
PHOTOGRAPH FOR YOUR INDENTIFICATION CARD

Please provide a photograph meeting the requirements below so that we may scan your picture into our computer to be used on your ID card. Please also print your name and social security number on the back of the picture.

- 4"x6" or 5"x7" glossy color photo
- **White background**
- **No passport photos may be used**
- No enlargements of passport photos
- No computer images or copies
- No photocopies
- No sunglasses or hats

Please know that the photo will remain in your file at the Board office. You will not receive the photo back.

***Please see the example on the right. Only photos resembling this example will be accepted. All others will be returned along with your application packet until a photo meeting these requirements is received.**



If your photo does not include your whole head and shoulders exactly like the above photo, your application will be returned.