



**Rules of
Department of Commerce and
Insurance**

**Division 2234—Board of Private Investigator and
Private Fire Investigator Examiners
Chapter 2—Private Investigator and
Private Fire Investigator**

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**Title 20—DEPARTMENT OF
COMMERCE AND INSURANCE
Division 2234—Board of Private
Investigator and Private Fire
Investigator Examiners
Chapter 2—Private Investigator and
Private Fire Investigator**

**20 CSR 2234-2.010 Application for
Licensure—Private Investigator**

PURPOSE: This rule outlines the procedure to apply for licensure as a private investigator.

(1) An application for licensure as a private investigator pursuant to section 324.1108, RSMo, shall be submitted on the form which may be obtained by contacting the Board of Private Investigator and Private Fire Investigator Examiners.

(2) A completed application for licensure as a private investigator must be typewritten or printed in black ink, signed, and notarized, including information pertaining to the private investigator, and shall include:

(A) The appropriate licensure fee pursuant to 20 CSR 2234-1.050;

(B) Two (2) copies of a recent photograph of the applicant's head and shoulders (commonly known as passport style) that fairly depict the applicant's appearance;

(C) Proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigation (FBI) fingerprint background check. Any fees due for fingerprint background checks shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor;

(D) Proof of the liability insurance required by law in the form of a Certificate of Insurance issued by an insurance company licensed to do business in the state of Missouri; a Certificate of Insurance issued by an agent is not acceptable;

(E) Proof of workers' compensation insurance in the form of a Certificate of Insurance issued by an insurance company licensed to do business in the state of Missouri (a Certificate of Insurance issued by an agent is not acceptable), or written statement explaining how the applicant's business is not subject to the Workers' Compensation law;

(F) Successful completion of an examination, if applicable; and

(G) Other information the applicant chooses to provide to the board to establish prior experience such as the following:

1. Employee evaluation(s);

2. Letters from subordinate(s) and supervisor(s);

3. Copy of business license(s);

4. Copy of private investigator license(s);

5. Proof of insurance;

6. Copy of advertisements from the previous twenty-four (24) months;

7. Verification of corporation or other filings with secretary of state's office;

8. Copy of vehicle registrations; and/or

9. Three (3) references from clients within the last twenty-four (24) months.

(3) An application will not be considered officially filed with the board unless it is typewritten or printed in black ink, signed, notarized, accompanied by all documents required by the board, and the application fee.

(4) A candidate shall pass the examination within one (1) year of the approval date of the application.

(5) Examination requirements may be waived by the board pursuant to section 324.1110, RSMo.

(6) Applicants seeking reciprocity shall meet the requirements of section (2) or (3) of this rule and provide proof of licensure in another state.

(7) The applicant shall be informed in writing of the decision regarding the application for licensure.

(8) The board may delegate the preliminary review of license applications to the executive director.

AUTHORITY: sections 324.1102, 324.1108, 324.1110, 324.1112, and 324.1114, RSMo Supp. 2013. Original rule filed June 26, 2009, effective Jan. 30, 2010. Amended: Filed Sept. 13, 2013, effective March 30, 2014.*

**Original authority: 324.1102, RSMo 2007, amended 2010, 2011; 324.1108, RSMo 2007, amended 2011; 324.1110, RSMo 2007, amended 2010, 2011; 324.1112, RSMo 2007, amended 2010, 2011; and 324.1114, RSMo 2007, amended 2010, 2011.*

**20 CSR 2234-2.015 Application for
Licensure—Private Fire Investigator**

PURPOSE: This rule outlines the procedure to apply for licensure as a private fire investigator.

(1) An application for licensure as a private fire investigator pursuant to section

324.1108, RSMo, shall be submitted on the form which may be obtained by contacting the Board of Private Investigator and Private Fire Investigator Examiners.

(2) A completed application for licensure as a private fire investigator must be typewritten or printed in black ink, signed, and notarized, including information pertaining to the private fire investigator, and shall include:

(A) The appropriate licensure fee pursuant to 20 CSR 2234-1.050;

(B) Two (2) copies of a recent photograph of the applicant's head and shoulders (commonly known as passport style) that fairly depict the applicant's appearance;

(C) Proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigation (FBI) fingerprint background check. Any fees due for fingerprint background checks shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor;

(D) Proof of the liability insurance required by law in the form of a Certificate of Insurance issued by an insurance company licensed to do business in the state of Missouri; a Certificate of Insurance issued by an agent is not acceptable;

(E) Proof of workers' compensation insurance in the form of a Certificate of Insurance issued by an insurance company licensed to do business in the state of Missouri (a Certificate of Insurance issued by an agent is not acceptable), or written statement explaining how the applicant's business is not subject to the Workers' Compensation law;

(F) Evidence of active certification as a fire investigator issued by the Division of Fire Safety.

(3) An application will not be considered officially filed with the board unless it is typewritten or printed in black ink, signed, notarized, accompanied by all documents required by the board, and the application fee.

(4) The applicant shall be informed in writing of the decision regarding the application for licensure.

(5) The board may delegate the review of license applications to the executive director.

AUTHORITY: sections 324.1102, 324.1108, 324.1110, 324.1112, and 324.1114, RSMo Supp. 2013. Original rule filed Sept. 13, 2013, effective March 30, 2014.*



**Original authority: 324.1102, RSMo 2007, amended 2010, 2011; 324.1108, RSMo 2007, amended 2011; 324.1110, RSMo 2007, amended 2010, 2011; 324.1112, RSMo 2007, amended 2010, 2011; and 324.1114, RSMo 2007, amended 2010, 2011.*

20 CSR 2234-2.020 Name and Address Changes

PURPOSE: This rule outlines procedures to be followed for name, address, and telephone number changes.

(1) All individuals licensed pursuant to this chapter shall ensure that the license bears the current legal name of that individual.

(2) A licensee whose name has changed shall notify the board, in writing, within thirty (30) days of the change and provide a copy of an appropriate document substantiating the name change.

(3) A licensee whose address has changed from that printed on the license must inform the board, in writing, within thirty (30) days of the effective date of the change.

(4) Changes in telephone numbers and email addresses shall also be reported in the same manner as that described for changes in address.

AUTHORITY: section 324.1100, RSMo Supp. 2013. Original rule filed June 26, 2009, effective Jan. 30, 2010. Amended: Filed Sept. 13, 2013, effective March 30, 2014.*

**Original authority: 324.1100, RSMo 2007, amended 2010, 2011.*

20 CSR 2234-2.030 Replacement of Renewal License

PURPOSE: This rule establishes the procedures for replacing registration certificates.

(1) Licensees whose renewal license is lost, destroyed, or mutilated, or who require replacement as a result of an incorrect address or name change, or who require additional licenses for additional practice locations may obtain a duplicate license, without charge, upon receipt of a statement indicating the need for the duplicate.

AUTHORITY: section 324.1100, RSMo Supp. 2013. Original rule filed June 26, 2009, effective Jan. 30, 2010. Amended: Filed Sept. 13, 2013, effective March 30, 2014.*

**Original authority: 324.1100, RSMo 2007, amended 2010, 2011.*

20 CSR 2234-2.040 Licensure Renewal

PURPOSE: This rule establishes licensure renewal requirements for private investigators and private fire investigators.

(1) A license shall be renewed prior to the expiration of the license. Failure to receive a license renewal notice shall not relieve the licensee of the obligation to renew the license and pay the required fee prior to the expiration date of the license. Renewals shall be postmarked no later than the expiration date of the license to avoid the late penalty fee as defined in 20 CSR 2234-1.050. Private investigators must maintain compliance with continuing education according to 20 CSR 2234-6.010. Private fire investigators must maintain and provide proof of active certification as a fire investigator issued by the Missouri Division of Fire Safety, which shall also constitute proof of compliance with continuing education requirements.

(2) Private investigators who request to be classified as inactive may maintain their inactive status and receive a license indicating their inactive status by paying the inactive license renewal fee as provided in 20 CSR 2234-1.050. Holders of an inactive license need not complete the continuing education requirement. However, a holder of an inactive license shall not have his or her license reactivated until he or she pays the required reactivation fee, and in addition, submits proof of having completed the required continuing education hours within the two (2) years immediately prior to the date of reactivation. If the holder of an inactive license reactivates at the time of renewal, the licensee shall only be required to pay the renewal fee, and in addition, submit proof of the required continuing education hours.

(3) Private fire investigators who request to be classified as inactive may maintain their inactive status and receive a license indicating their inactive status by paying the inactive license renewal fee as provided in 20 CSR 2234-1.050. Holders of an inactive license need not complete the continuing education requirement. However, a holder of an inactive license shall not have his or her license reactivated until he or she pays the required reactivation fee, and in addition, submits proof of an active certification as a fire investigator issued by the Missouri Division of Fire Safety, which shall also constitute proof of continuing education. If a holder of an inactive private fire investigator license reactivates at the time of renewal, the licensee shall only be required to pay the renewal fee, and in addition, submit

proof of an active certification as a fire investigator issued by the Missouri Division of Fire Safety.

AUTHORITY: sections 324.039, 324.1102, and 324.1126, RSMo Supp. 2013. Original rule filed June 26, 2009, effective Jan. 30, 2010. Amended: Filed Sept. 13, 2013, effective March 30, 2014.*

**Original authority: 324.039, RSMo 2008; 324.1102, RSMo 2007, amended 2010, 2011; and 324.1126, RSMo 2007, amended 2010.*