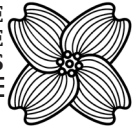




RULES OF
**Department of Commerce and
Insurance**
**Division 2234—Board of Private Investigator and
Private Fire Investigator Examiners**
**Chapter 3—Private Investigator Agency and
Private Fire Investigator Agency**

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**TITLE 20 – DEPARTMENT OF
COMMERCE AND INSURANCE**
**Division 2234 – Board of Private Investigator and
Private Fire Investigator Examiners**
**Chapter 3 – Private Investigator Agency
and Private Fire Investigator Agency**

20 CSR 2234-3.010 Application for Licensure – Agency

PURPOSE: This rule outlines requirements for an agency license.

- (1) An application for agency licensure shall be submitted on the form provided by the board.
- (2) A completed application for agency licensure shall include –
 - (A) The appropriate application fee;
 - (B) The name of the Missouri licensed private investigator-in-charge or the private fire investigator-in-charge and designate a primary office location;
 - (C) Proof of registration with the Missouri secretary of state as required by law;
 - (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 and contains a statement that the Board of Private Investigator and Private Fire Investigator Examiners is a certificate holder. A Certificate of Insurance issued by an agent is not acceptable; and
 - (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, or written statement explaining how the applicant's business is not subject to the workers' compensation law. A Certificate of Insurance issued by an agent is not acceptable.
- (3) An agency shall not conduct business from any location other than that shown on the board's records.
- (4) If a private investigator agency or private fire investigator agency maintains a branch office(s), each shall be operated under the same name and license as the primary office and every such place of business shall comply with the provisions of 20 CSR 2234-3.010.
- (5) A branch office shall be under the direct supervision of the licensed private investigator-in-charge or private fire investigator-in-charge.
- (6) The applicant will be informed in writing of the decision regarding the application for licensure.
- (7) The board may delegate the review of license applications to the executive director.
- (8) If an agency investigator employee separates from employment with the agency, the agency shall inform the board within ten (10) days that the employee is no longer employed by the agency including the last day of employment on a form provided by the board. The form may be obtained on the board's website.

AUTHORITY: sections 324.1102, 324.1114, and 324.1132, RSMo 2016, and sections 324.1108, 324.1110, and 324.1112, RSMo Supp. 2022. Original rule filed June 26, 2009, effective Jan. 30, 2010. Amended: Filed Sept. 13, 2013, effective March 30, 2014. Amended: Filed Sept. 29, 2020, effective March 30, 2021. Amended: Filed Dec. 13, 2022, effective June 30, 2023.*

**Original authority: 324.1102, RSMo 2007, amended 2010, 2011; 324.1108, RSMo 2007, amended 2011, 2018; 324.1110, RSMo 2007, amended 2010, 2011, 2018; 324.1112, RSMo 2007, amended 2010, 2011, 2020; 324.1114, RSMo 2007, amended 2010, 2011; and 324.1132, RSMo 2007, amended 2010, 2011.*

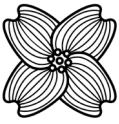
20 CSR 2234-3.020 Change of Name, Ownership, Location, or Investigator-In-Charge

PURPOSE: This rule outlines the requirements and procedures for notifying the board of a change of name, ownership, or location of a private investigator or private fire investigator agency.

- (1) Change of Private Investigator Agency or Private Fire Investigator Agency Name.
 - (A) A written notification of the change of name prior to the effective date of the proposed change shall be submitted to the board along with a copy of any fictitious registration with the Missouri secretary of state.
 - (B) The private investigator agency or private fire investigator agency shall not release any printed materials or advertisements in the new name to the public before notifying the board of the name change.
 - (C) The license reflecting the name change shall replace the original license and be displayed as required by these rules.
 - (D) The private investigator agency or private fire investigator agency shall return the license for the former name to the board immediately.
- (2) Change of Private Investigator Agency or Private Fire Investigator Agency Location.
 - (A) A private investigator agency or private fire investigator agency shall notify the board in writing within ten (10) days after closing or changing the location of a primary or a branch office.
 - (B) The private investigator agency or private fire investigator agency shall return the license for the former location to the board immediately.
- (3) Change of Ownership.
 - (A) A private investigator agency or private fire investigator agency shall promptly notify the board of his or her intention to cease operations and shall supply the board with the name and mailing address of the new operator, if any. A private investigator agency or private fire investigator agency license is not transferable. A new agency shall submit a completed application as required in 20 CSR 2234-3.010 and obtain a new license before operating the business.
 - (B) The private investigator agency or private fire investigator agency shall return the license for the former location to the board immediately.
- (4) Change of Private Investigator-In-Charge.
 - (A) A private investigator agency or private fire investigator agency shall notify the board in writing within ten (10) days after a change of the private investigator-in-charge or private fire investigator-in-charge.
 - (B) The private investigator agency or private fire investigator agency shall return the license for the former private investigator-in-charge or private fire investigator-in-charge to the board immediately.

AUTHORITY: sections 324.1100 and 324.1132, 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 and 324.1132, RSMo 2007, amended 2010, 2011.*



20 CSR 2234-3.030 Licensure Renewal

PURPOSE: This rule establishes licensure renewal requirements.

(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.

AUTHORITY: sections 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: 324.1102, RSMo 2007, amended 2010, 2011 and 324.1126, RSMo 2007, amended 2010.*

20 CSR 2234-3.040 Application for Licensure – Agency Employee

PURPOSE: This rule outlines the requirements for private investigator agency and private fire investigator agency employees.

(1) An application for licensure pursuant to section 324.1108, RSMo, shall be submitted on the form provided by the board. The forms may be obtained on the board's website.

(2) A completed application for licensure must include –

(A) The appropriate application fee;

(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; and

(D) Other information required by the board.

(3) Upon termination from the agency, the agency investigator employee shall return the license and pocket card to the agency within five (5) days.

(4) A new application for licensure must be submitted when the agency investigator employee seeks to be employed by a different agency.

AUTHORITY: sections 324.1102 and 324.1116, RSMo 2016, and section 324.1118, RSMo Supp. 2022. Original rule filed June 26, 2009, effective Jan. 30, 2010. Amended: Filed Sept. 13, 2013, effective March 30, 2014. Amended: Filed Sept. 29, 2020, effective March 30, 2021. Amended: Filed Dec. 13, 2022, effective June 30, 2023.*

**Original authority: 324.1102, RSMo 2007, amended 2010, 2011; 324.1116, RSMo 2007, amended 2011; and 324.1118, RSMo 2007, amended 2010, 2011, 2020.*

20 CSR 2234-3.050 Name and Address Changes – Licensed Agency Investigator Employee

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. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1100, RSMo 2007.*

20 CSR 2234-3.060 Replacement of Renewal License – Licensed Agency Investigator Employee

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. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1100, RSMo 2007.*

20 CSR 2234-3.070 Licensure Renewal – Licensed Agency Investigator Employees and Agency Fire Investigator Employees

PURPOSE: This rule establishes licensure renewal requirements for licensed agency investigator employees and agency fire investigator employees.

(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.

AUTHORITY: sections 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: 324.1102, RSMo 2007, amended 2010, 2011 and 324.1126, RSMo 2007, amended 2010.*