# Rules of  
Department of Insurance,  
Financial Institutions and  
Professional Registration  

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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PURPOSE: This rule outlines requirements for an agency license.

(1) An application for agency licensure pursuant to section 324.1108, RSMo, shall be submitted on the form which may be obtained by contacting the board.

(2) A completed application for agency licensure must be typewritten or printed in black ink, signed, and notarized, and shall include:
   (A) The appropriate licensure fee pursuant to 20 CSR 2234-1.050;
   (B) The name of the Missouri licensed private investigator-in-charge or the private fire investigator-in-charge and designate a primary office;
   (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. 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 shall 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.

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.

(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.

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.
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 which may be obtained by contacting the Board of Private Investigator and Private Fire Investigator Examiners.

(2) A completed application for licensure must be typewritten or printed in black ink, signed, and notarized, including information pertaining to the private investigator or private fire investigator agency employee, and must 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; and
   (D) Other information required by the board.


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.


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.
