## Rules of
Department of Insurance, Financial Institutions and Professional Registration
Division 2234—Board of Private Investigator Examiners
Chapter 1—General Rules

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purposes, general methods of administration, and
communication concerning the Board of
Private Investigator Examiners.

(1) The purpose of the board is to regulate the
practice of private investigating concerning
the health, safety, and welfare of the inhabi-
tants of this state; to protect the property of
the inhabitants of this state from damage or
destruction through the dangerous, dishonest,
unlawful practice of private investigating; and to implement and sustain a
system for the examination and regulation of
licensed private investigators and private
investigator agencies in this state.

(2) The board shall meet at least once a year.
Additional meetings may be held at the dis-
cretion of the board; however, the board shall
inform the division of those meetings and the
notice of the meeting will be posted in com-
pliance with Chapter 610, RSMo.

(3) Each year, the board shall elect a chair
and vice-chair. The chair presides at meetings
and works with the executive director on
coordinating the board’s affairs. If the chair is
unable to attend a meeting, the vice-chair
shall preside at the meeting.

(4) The board shall act through its executive
director who is appointed by the director of
the Division of Professional Registration.
The executive director shall be responsible
for keeping the minutes of board proceedings
and perform other duties as requested by the
board.

(5) A quorum of the board shall consist of a
majority of its members.

(6) Board meetings will generally consist of
reviewing applications, interviewing appli-
cants, reviewing complaints and inquiries,
determining disciplinary actions regarding a
licensed private investigator or private inves-
tigator business, making recommendations to
staff concerning the conduct and management
of board affairs, and other board matters.

(7) Unless otherwise provided by statute or
regulation, the board shall be generally guid-
ed by and conduct its meetings according to
Robert’s Rules of Order.

(8) Any person requiring information, an
application, or complaint form involving the
practice of private investigating as regulated
by the board may contact the board.

AUTHORITY: sections 324.1102 and
324.1138, RSMo Supp. 2008.* Original rule

*Original authority: 324.1102, RSMo 2007 and 324.1138,
RSMo 2007.

20 CSR 2234-1.030 Policy for Release of
Public Records

PURPOSE: This rule establishes the policy in
compliance with sections 610.010–610.030,
RSMo, regarding the release of information
on any meeting, records, or vote of the board.

(1) The Board of Private Investigator
Examiners is a public governmental body as
defined in Chapter 610, RSMo, and adopts
the following as its policy for compliance with
the provisions of that chapter. This policy
is open to public inspection and imple-
ments Chapter 610, RSMo, provisions
regarding the release of information of any
meeting, record, or vote of the board that is
not closed under this chapter.

(2) All public records of the Board of Private
Investigator Examiners shall be open for
inspection and copying by any member of
the general public during normal business hours
(8 a.m. to 5 p.m. Monday through Friday;
holidays excepted) except for those records
required or authorized to be closed under sec-
tion 610.021 or 324.001.8, RSMo, or any
other applicable law. All public meetings of
the Board of Private Investigator Examiners
will be open to the public except for those
required or authorized to be closed under sec-
tion 610.021 or 324.001.8, RSMo, or any
other applicable law.

(3) The executive director shall be the custo-
dian of records as required by section
610.023, RSMo. The executive director is
responsible for maintaining board records
and responding to requests for access to pub-
lic records.

(4) The board may charge a reasonable fee
pursuant to rules promulgated by the board
for the cost of researching, inspecting, and
copying the records. Charges and payments
of the fees shall be based upon the cost for
researching and copying records and shall be
according to Chapter 610, RSMo.

(5) All fees collected shall be remitted to the
Director of Revenue for deposit to the credit
of the Board of Private Investigator Examiners Fund.
(6) The custodian shall maintain a file of copies of all written requests for access to records and responses to the requests. That file shall be maintained as a public record of the board for inspection by any member of the general public during regular business hours.


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**20 CSR 2234-1.040 Complaint Handling and Disposition**

**PURPOSE:** This rule establishes a procedure for the receipt, handling, and disposition of complaints involving private investigators.

(1) The Division of Professional Registration, in coordination with the Board of Private Investigator Examiners, will receive and process each complaint made against any licensee, unlicensed individual, or entity, in which the complaint alleges certain acts or practices may constitute one (1) or more violations of sections 324.1100–324.1148, RSMo, or the administrative rules involving private investigators. Any division staff member or board member may file a complaint pursuant to this rule in the same manner as any member of the public.

(2) Complaints may be mailed or delivered to the following address: Board of Private Investigator Examiners, 3605 Missouri Boulevard, PO Box 1335, Jefferson City, MO 65102. However, actual receipt of the complaint by the board at its administrative offices in any manner shall be sufficient. Complaints may be based upon personal knowledge, upon information and belief, or reciting information received from other sources.

(3) All complaints shall be made in writing. Oral or telephone communications will not be considered or processed as complaints, but the person making those communications will be asked to supplement such communications with a complaint. Information received in accordance with this section may be reduced to a complaint by the executive director.

(4) Each complaint received under this rule will be logged and maintained by the board. The log will contain a record of each complainant’s name; the name and address of the subject(s) of the complaint; the date each complaint is received by the board; a brief statement concerning the alleged acts or practices; a notation indicating the complaint was closed by the board or a disciplinary action was filed with the Administrative Hearing Commission; and the ultimate disposition of the complaint. This log shall be a closed record of the board.

(5) Each complaint received according to this rule shall be acknowledged in writing. The complainant and the subject of the complaint shall be notified in writing of the ultimate disposition of the complaint.

(6) This rule shall not be deemed to limit the authority to file a complaint with the Administrative Hearing Commission charging the licensee with any actionable conduct or violation, whether or not such a complaint exceeds the scope of the acts charged in a complaint filed with the board.

(7) This rule exists for the benefit of those members of the public who submit complaints to the board. This rule is not deemed to protect or inure to the benefit of those licensees or other persons against whom the board has instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of sections 324.1100–324.1148, RSMo.


**20 CSR 2234-1.050 Fees**

**PURPOSE:** This rule establishes and fixes the various fees and charges for the Board of Private Investigator Examiners.

(1) All fees shall be paid by cashier’s check, personal check, business check, money order, or other method approved by the division and shall be made payable to the Board of Private Investigator Examiners.

(2) No fee will be refunded should any license be surrendered, suspended, or revoked during the term for which the license is issued.

(3) The following licensure fees are established as follows:

<table>
<thead>
<tr>
<th>License Type</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>(A) Private Investigator—</td>
<td></td>
</tr>
<tr>
<td>1. Application fee</td>
<td>$500</td>
</tr>
<tr>
<td>2. Renewal license fee</td>
<td>$300</td>
</tr>
<tr>
<td>(B) Private Investigator Agency—</td>
<td></td>
</tr>
<tr>
<td>1. Application fee</td>
<td>$400</td>
</tr>
<tr>
<td>2. Renewal license fee</td>
<td>$200</td>
</tr>
<tr>
<td>3. Renewal penalty fee</td>
<td>$100</td>
</tr>
<tr>
<td>4. Additional agency license—</td>
<td></td>
</tr>
<tr>
<td>1. Initial (one-half (½) of primary office)</td>
<td>$200</td>
</tr>
<tr>
<td>5. Additional agency license—</td>
<td></td>
</tr>
<tr>
<td>1. Renewal (one-half (½) of primary office)</td>
<td>$100</td>
</tr>
<tr>
<td>6. Additional agency license—</td>
<td></td>
</tr>
<tr>
<td>1. Renewal penalty fee</td>
<td>$100</td>
</tr>
<tr>
<td>(C) Licensed Agency Investigator Employee—</td>
<td></td>
</tr>
<tr>
<td>1. Application fee</td>
<td>$50</td>
</tr>
<tr>
<td>2. Renewal license fee</td>
<td>$25</td>
</tr>
<tr>
<td>3. Renewal penalty fee</td>
<td>$25</td>
</tr>
<tr>
<td>3. Fingerprinting Fee</td>
<td></td>
</tr>
<tr>
<td>Amount to be determined by the Missouri State Highway Patrol</td>
<td></td>
</tr>
<tr>
<td>(D) Private Investigator Trainers—</td>
<td></td>
</tr>
<tr>
<td>1. Application fee</td>
<td>$200</td>
</tr>
<tr>
<td>2. Renewal license fee</td>
<td>$100</td>
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<tr>
<td>3. Renewal penalty fee</td>
<td>$100</td>
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(4) The following miscellaneous fees are established as follows:

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) Continuing education (CE)</td>
<td>$100</td>
</tr>
<tr>
<td>(B) Individual course review fee</td>
<td>$10</td>
</tr>
<tr>
<td>(C) Exam Fee</td>
<td>$80</td>
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(5) All fees are nonrefundable.
