

West Virginia Secretary of  
State 1900 Kanawha Blvd.,  
East Bldg. 1, Suite 157-K  
Charleston, WV 25305



Telephone: (304)558-6000  
Toll Free: (877) FRAUD-WV  
Fax: (304)558-0900  
Website: [www.wvsos.gov](http://www.wvsos.gov)  
Email: [licensing@wvsos.gov](mailto:licensing@wvsos.gov)

Office Hours: Monday - Friday  
8:30 a.m. - 5:00 p.m. EST

**FILE ONE ORIGINAL**  
(Two if you want a filed stamped  
copy returned to you.)

## RENEWAL APPLICATION

### LICENSE AS A PRIVATE INVESTIGATOR AND/OR SECURITY GUARD

Renewal period is valid for two (2) years from the date the renewal application is approval by Secretary of State.  
The license can be renewed for a one (1) year term by filing the renewal application at the end of the one (1) year renewal period.

#### Chapter 30, Article 18 of the WV Code

Please include the following with your renewal application for private investigator or security guard license:

1. A completed renewal application. **PLEASE DO NOT STAPLE.**
2. An original bond continuation certificate in amount of \$5,000, **or** valid surety bond with raised embossed seals that must be in the amount of \$5,000, **or** sufficient proof of liability insurance as required by Secretary of State.
3. A copy of your current business registration certificate issued by the West Virginia State Tax Department. (If you are not currently conducting business in West Virginia, you must submit a notarized statement attesting to that.)
4. **Non-Resident Application:** Out-of-State applicants who are obtaining a firm license must submit a certificate of existence or certificate of good standing from the Secretary of State's Office in their home state in which they are formed.
5. Include one (1) passport size photo taken within the last year.
6. The license renewal fee in the form of check or money order made payable to: **West Virginia Secretary of State.**

#### **\$50 License Renewal Fee:**

##### **- West Virginia Resident Application**

- Individual
- Firm
- Combined PI/SG Individual
- Combined PI/SG Firm

##### **- Non-Resident Application**

- Individual
- Firm
- Combined PI/SG Individual
- Combined PI/SG Firm

7. Each **FIRM** must submit a list of employees who are working in West Virginia. This list must include the employee's name, address, birth date and social security number. Your application will not be processed until we receive this information.

**RENEWAL APPLICATION\* FOR A LICENSE AS A PRIVATE INVESTIGATOR AND/OR SECURITY GUARD**

**Chapter 30, Article 18 of the WV Code**

**\*Renewal period is valid for two (2) years from the date the renewal application is approval by Secretary of State. The license can be renewed for a one (1) year term by filing the renewal application at the end of the one (1) year renewal period.**

**PLEASE IDENTIFY YOUR APPLICATION BY CHECKING THE CATEGORY OR CATEGORIES WHICH APPLY:**

**West Virginia Resident Application and \$50 Fee\*\*:**

**Non-Resident Application and \$50 Fee\*\*:**

**\*\*\$50 flat fee for all license types.**

- Individual Private Investigator
- Individual Security Guard
- Combined PI/Security Guard Individual
- Private Investigative Firm
- Security Guard Firm
- Combined PI/Security Guard Firm

- Individual Private Investigator
- Individual Security Guard
- Combined PI/Security Guard Individual
- Private Investigative Firm
- Security Guard Firm
- Combined PI/Security Guard Firm

(Please print or type)

1. Name \_\_\_\_\_  
Last First Middle

2. Address \_\_\_\_\_  
Street City County State Zip

3. Telephone \_\_\_\_\_ Social Security No. \_\_\_\_\_

4. Email Address \_\_\_\_\_

5. If you are a firm, please complete the following information:

Firm name \_\_\_\_\_

Firm address \_\_\_\_\_

Firm telephone \_\_\_\_\_

Name and address of President

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

\_\_\_\_\_

Name and address of Secretary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

\_\_\_\_\_

Name and address of Treasurer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

\_\_\_\_\_

Other Officers and Directors

\_\_\_\_\_  
\_\_\_\_\_

Signatures

\_\_\_\_\_  
\_\_\_\_\_

**RENEWAL APPLICATION FOR A LICENSE AS A PRIVATE INVESTIGATOR AND/OR SECURITY GUARD**

**Chapter 30, Article 18 of the WV Code**

6 Name and address of any sub agency, office or branch office for which renewal is requested:  
\_\_\_\_\_  
\_\_\_\_\_

7 If a firm, the name of the individual whose qualifications are presented to meet the experience/education requirements of WV Code, 30-18-2(1):[Qualifying Agent]

***\*\*Note that if firm changes their current qualifying agent a complete application must be submitted for the new qualifying agent. License cannot be renewed until the new qualifying agent is approved.***

8 Has the applicant or any officer, partner or employee been charged, indicted, arrested or convicted of any criminal offenses against the United States or the laws of this State or of any State or territory during the last year \_\_\_\_\_

If yes, where and what offense \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9 Has the applicant or any officer, partner or employee been a patient in a public or private mental hospital within the last year? \_\_\_\_\_ If yes, where? \_\_\_\_\_

**I, hereby certify that all answers and statements given herein are true and complete without reservations of any kind. It is understood that all facts contained in this application are open to thorough investigation.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Individual or Officer**

\_\_\_\_\_  
**Title of Officer**



**RENEWAL APPLICATION FOR A LICENSE AS A PRIVATE INVESTIGATOR AND/OR SECURITY GUARD**

**Chapter 30, Article 18 of the WV Code**

**CERTIFICATION OF CHILD SUPPORT OBLIGATIONS FORM**

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1. Name \_\_\_\_\_  
Last First Middle

2. Address \_\_\_\_\_  
Street City County State Zip

3. Phone \_\_\_\_\_ Social Security No. \_\_\_\_\_

4. Email Address \_\_\_\_\_

5. If a firm please complete the following information:

FirmName \_\_\_\_\_

FirmAddress \_\_\_\_\_

Firm Telephone \_\_\_\_\_

Pursuant to WV Code §48A-5A-5(c) each applicant for license must answer the following questions and certify, under penalty of false swearing, that these answers are true and correct.

**Please answer yes or no to the following questions:**

1. Do you have a child support obligation? \_\_\_\_\_
2. If the answer to question 1, above is yes, are you in arrearage? \_\_\_\_\_
3. If the answer to question 2, above is yes, does your arrearage equal or exceed the amount of child support payable for six (6) months? \_\_\_\_\_
4. Are you the subject of a child support related subpoena or warrant? \_\_\_\_\_

I, \_\_\_\_\_ do hereby certify, under penalties of perjury and false swearing, that the above questions are true and correct to the best of my knowledge. I understand that if I make a false statement concerning any question on this application, I may be subject to disciplinary action including, but not limited to, immediate revocation or suspension of your private investigator and/or security guard license.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant