



INSTRUCTIONS

NEW JERSEY PRIVATE DETECTIVE LICENSE

RENEWAL APPLICATION

To insure a timely renewal process, a completed renewal form must be received by the Private Detective Unit within **two** weeks of the license expiration date. *Renewals received after the license expiration date may require the licensee to cease operation and/or reapply for a new Private Detective license.*

IMPORTANT: Complete and return **both** the preprinted AGENCY RENEWAL REPORT and the RENEWAL APPLICATION.

1. To insure accuracy, review and verify all information listed on the renewal form and make correction(s) where necessary. A licensee that **does not** want dissemination of a home address should list, in addition to the home address, a business address or post office box for non State Police correspondence. Return the renewal forms with or without changes.
2. Corporation, LLC renewals must include a copy of the last annual report or a **Corporate Resolution listing the current officers**. The annual report can be obtained from the Department of Treasury, Business Service Bureau (Copies of annual reports are obtained from the Business Services Bureau (609-292-9292).

If a **new** qualifier(s), Officer(s) or Director(s) is being considered, the individual(s) must first submit a completed application for approval. If approved, the individual(s) will only be added to the license upon submitting a copy of corporation amendment filed with the Department of Treasury, Division of Commercial Recording, **or a Corporate Resolution naming any new officer**.

3. A Surety Bond or a "Certificate of Continuation" in the original amount (\$3,000 Individual license or \$5,000 any other type license) for the new two year license period must accompany the renewal form. If a new Bond Certificate is issued, Power of Attorney and the Financial Statement form provided by the issuing insurance company must be attached. The licensee or a designated corporate officer must sign the bonds. Notarization of the signature is required.

Expiration date of the bond must run concurrent with the expiration date of the licensing period. Confirm the bond expiration date with the insurance carrier to insure concurrent dates.

4. Include a Money Order, Certified check, Cashier's check, or Business check for payment of the license fee. **NO** personal checks or cash accepted.

The amount of payment is **\$200.00 Individual license** or **\$250.00 all other types of licenses**.

Payable to: State of New Jersey

5. All officers and qualifiers will remit a MorphoTrust receipt, as proof of fingerprinting, with their renewal application. Fingerprinting instructions are available via the Internet. www.njsp.org. Click **Services**, then **Forms to Download**. The fingerprinting instructions and Renewal Universal Form are downloadable.
6. Surrender, to the Private Detective Unit, the expired license and identification card(s) issued to the license qualifier within **five** days of receiving the renewed license, or within **five** days of the license expiration if not renewing the license.

REGISTERED EMPLOYEE RENEWAL PROCEDURE

1. A Summary Sheet(s) is provided which identifies the individual(s) that are listed for renewal and the total amount of employee renewal fees due.
2. If the total number of employees or the dollar amount on the Summary Sheet(s) is incorrect please enter the correct total. If an individual is listed on the Summary Sheet(s) but is no longer actively employed, please indicate in the termination column and include the termination date. No renewal fee is required for individual(s) who are terminated prior to the license expiration date.
3. **Registration letters and fingerprinting receipts are required for new employees NOT listed on the license renewal summary sheet(s)**
4. Include a separate Money Order, Certified check, Cashier's check, or Business check for the total amount due for employee renewals.

Payable to: **State of New Jersey**

5. Remit the Summary Sheet(s) and the associated fees with the license renewal form.

If you have any questions or require further assistance contact the Private Detective Unit, (609) 633-9646.

Remit all renewal forms, fingerprint cards, bonds, annual reports, and all other associated paperwork to:

**New Jersey State Police
Private Detective Unit
P.O. Box 7068
West Trenton, N.J. 08628**