

**NEW JERSEY PRIVATE DETECTIVE LICENSE  
RENEWAL APPLICATION  
Instructions**

To ensure a timely renewal process, a completed renewal package must be received by the Private Detective Unit within **one month** 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 printed AGENCY RENEWAL REPORT and the RENEWAL APPLICATION.

1. To ensure 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.
2. Corporation, LLC renewals must include a copy of the most recent annual report and a **Corporate Resolution listing all 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).

*Please Note:* If a **New** Qualifier, Officer or Director is being considered, the individual must submit an Initial application-complete with fingerprinting, for approval. If approved, the individual will be added to the license upon submitting a copy of corporate amendment filed with the Department of Treasury, Division of Commercial Recording, *or a Corporate Resolution*.

3. The Renewal bond "Certificate of Continuation" is a document showing continuation from the original bond issued when you were first licensed. Continuation Bond must accompany the renewal package. If a new Bond Certificate is issued, the dates must coincide with the current license date. Please remember to have your bond signed and notarized.  
***Expiration date of the bond must run concurrent with the expiration date of the licensing period.*** Confirm the bond expiration date with the Agency Report provided to ensure 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. For fingerprint Information please visit our webpage at [www.njsp.org](http://www.njsp.org) click services, private detective information, scroll to Finger Print Section, and locate the Instructions and specific code for fingerprint submission.
6. Surrender, to the Private Detective Unit, the expired license and identification card(s) issued to the license qualifier(s) within **five** days of receiving the new renewed license and ID card.

7. If you do NOT wish to renew your license, please return your renewal package, expired license, and ID card and a letter stating you don't not wish to renew your license, within *five* days of the license expiration date.

### **EMPLOYEE RENEWAL PROCEDURE**

1. A Summary Sheet(s) is provided in your Agency Renewal Report, which identifies the individual(s) that are listed for renewal and the total amount of employee renewal fees due.
2. There is a \$5.00 renewal fee for each employee being renewed on the summary sheet. If an individual is listed on the Summary Sheet(s) and has been terminated, please indicate in the termination column, date of termination. No renewal fee is required for individuals who are being terminated prior to the license expiration date.
3. 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
4. Include the Summary Sheet(s) and the associated fees with the Agency Renewal package.

#### **Please Note:**

*If you have an employee not listed on your generated employee renewal list, and they have been recently hired, do not include the five dollar fee for this renewal. The employee will be reflected on the next renewal. If you are not certain that an employee was initial registered, please provide on a separate sheet, their information and we will contact you.*

*If you have a NEW employee, Please follow protocol for "registering employees."*