

Applying for a Private Detective License

Step One – Fingerprint Cards

Applicants must make an appointment with MONROE COUNTY CENTRAL BOOKING (MCCB) to submit fingerprints. Call 570-992-6643 to make that appointment. A money order in the amount of \$25.00 payable to the MONROE COUNTY TREASURER must be brought to the fingerprint appointment along with two forms of identification. MCCB will take the prints on the applicant print card and supply the applicant with two copies of the print card: one to be attached to the PETITION and a second to be attached to the BACKGROUND INFORMATION SHEET (see Step Three).

Step Two - File a petition with the Clerk of Courts

The PETITION must include:

1. Name and address,
2. Date of birth and age,
3. Present and previous employment,
4. Citizen of the U.S.,
5. Address of principle place of business,
6. Minimum of three (3) character references (with addresses and phone numbers),
7. Minimum of two (2) acknowledgement certificates that applicant has been:
 - a. Regularly employed as a detective, or
 - b. A member of U.S. government investigative service(s), or
 - c. A sheriff, or
 - d. A member of the Pennsylvania State Police, or
 - e. A member of a police department with a rank or grade higher than a patrol officer for a period of at least three (3) years,
8. Two (2) passport size photographs,
9. Fingerprint card,
10. Affidavit of Publication (see Step four),
11. Affidavit of Service of Petition to the District Attorney,
12. A money order in the amount of \$15.00 payable to the Monroe County Clerk of Courts.

Step Three – Background Application

Applicants must fill out the attached BACKGROUND INFORMATION SHEET and then call the MONROE COUNTY DETECTIVE CENTER (570-517-3052) to schedule an **interview appointment**. The applicant must bring to the appointment the completed BACKGROUND INFORMATION SHEET, two forms of identification and a money order in the amount of \$17.50 payable to the PENNSYLVANIA STATE POLICE.

Step Four - Publication

A hearing date will be set approximately one month after submission of the applicant Petition. Prior to the hearing date the applicant is to publish a copy of the Petition and file an affidavit attesting to the publication. The publication will consist of the following: a) publication in the Pocono Record newspaper and the Monroe Legal Reporter, once a week for two consecutive weeks, with the last advertisement to appear not less than three (3) days prior to the scheduled hearing. Applicant must file an Affidavit of Publication, attaching proof of advertising.

The District Attorney will review the PETITION and complete a background investigation report which will be submitted to the Clerk of Courts.

Step Five - Hearing

A hearing date will be set four to six weeks after submission of the applicant PETITION. After the hearing, if the PETITION is granted, the applicant must complete the following:

1. file an original bond in the amount of \$10,000.00
2. Submit a money order payable to the MONROE COUNTY CLERK OF COURTS in the amount of \$200.00 for an individual, or \$300.00 for a partnership, association or corporation,
3. Submit a money order in the amount of \$47.50 payable to the MONROE COUNTY CLERK OF COURTS for the cost of the issued private detective badge.

A license, photo identification card and private detective badge will be issued by the Clerk of Courts.

The license will be issued for a period of two (2) years.

Document Check List

- Petition for PI License,
- Two sets of Fingerprint Cards,
- Background Information Sheet,
- Two passport size photographs,
- Affidavit of Service for PETITION delivered to the Office of the District Attorney,
- Affidavit of Publication, with attached proof of advertising,
- \$10,000.00 (minimum) bond,
- \$25.00 Money Order payable to Monroe County Treasurer for taking of fingerprints,
- \$15.00 Money Order payable to Monroe County Treasurer for processing PETITION,
- \$17.50 Money Order payable to PA State Police for processing of fingerprints,
- \$200.00 or \$300.00 Money Order payable to Monroe County Clerk of Courts for license,
- \$37.50 Money Order payable to Monroe County Clerk of Courts for P.I. badge.



**MONROE COUNTY, PENNSYLVANIA - OFFICE OF THE DISTRICT ATTORNEY
PRIVATE DETECTIVE LICENSE BACKGROUND INFORMATION SHEET**

Docket Number

Applicant Information

First Name	Middle Name	Last Name	Nickname
Social Security Number	Date of Birth	Place of Birth	
Home Phone	Cell Phone	Work Phone	Email Address
Driver's License Number	State	Expiration Date	

Current Address

House No.	Street Name	City	State	Zip	How Long (years)
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Previous Address *if current address is less than five years*

House No.	Street Name	City	State	Zip	How Long (years)
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Employment Information

Current Employer	Position	Contact Person	Telephone	How Long (years)
Previous Employer	Position	Contact Person	Telephone	How Long (years)

Criminal Convictions

Check if you have **not** been convicted of a crime as defined in PA Statutes Title 22 DETECTIVES § 16(b).
If this block is not checked be prepared to discuss any criminal history you may have as defined in PA Statutes Title 22 § 16(b).

Signature Block

I certify that the information provide in this form is true and correct. I understand that providing misleading or misinformation is a violation of 18 Pa C.S. § 4904 Unsworn Falsification to Authorities.

Applicant's Signature

Date

For Office Use Only – below this line

Visual Alert Investigation No.	Detective Assigned	Background Results <input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Qualifications Analysis <input type="checkbox"/> Qualified <input type="checkbox"/> Not Qualified
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