



PRIVATE DETECTIVE LICENSE APPLICATION FACT SHEET

Who must obtain this license?

A private detective is a person hired to conduct investigations involving unsolved crimes, clandestine surveillance, missing persons, or lost or stolen property. Any person working as a private detective whose principal place of business is in Richmond must obtain this license.

People engaged in the following activities or professions do not need a private detective license: investigators for a federal, state, or municipal agency, people who interview parties and witnesses in legal matters, employees or assistants of licensed private detectives, genealogical researchers, insurance investigators, employees of credit reporting agencies, or computer forensic specialists certified as computer examiners.

This license is issued to an individual, not to a business. It cannot be transferred.

License fee: \$150. The license expires one year from the date it was issued.

Requirements for license:

- *Tax certificate.* The applicant must submit written certification from the Richmond Tax Collector that neither the applicant nor the applicant's business is in arrears on payment of any municipal taxes or fees.
- *Bond.* Before a license can be issued, the applicant must post a \$5,000 bond with a surety company authorized to do business in R.I. The bond is for the benefit of any person injured by the licensee's willful, malicious, or wrongful acts.
- *Denial.* The Town Council has the right to deny an application for a new license or a renewal if the applicant has violated title 5, chapter 5 of the general laws, fails to satisfy the license qualifications of title 5, chapter 5 of the general laws, has practiced fraud, deceit, or misrepresentation, has made a material misstatement on the license application, or has demonstrated incompetence or untrustworthiness in connection with work as a private detective. An applicant whose application is denied has a right to a hearing before the Town Council.

Requirements for holding a license:

- The licensee must notify the Town Council in writing within five (5) days of any material change in the information provided on the application form, or of circumstances that could reasonably be expected to affect the licensee's right to a license.
- A licensed private detective who discovers a felony must report it immediately to local or state police.
- A licensed private detective is prohibited from wearing or displaying any insignia, patch, badge, or shield, driving any vehicle, or using any letterhead or advertising that features the word "police" or gives the impression that the licensee is a public law enforcement officer.

NOTE: This summary is for the convenience of applicants. For all the legal requirements of this license or permit, you should consult Ch. 5.04 and 5.64 of the Richmond Code of Ordinances and R.I. Gen. Laws Title 5, Chapter 5.

PRIVATE DETECTIVE LICENSE

Town Clerk's License Application Checklist

Applicant: _____

Date Application Received: _____

License Number: _____ New: _____ Renewal: _____

TAXES: Richmond Tax Collector's certificate that applicant's taxes are current.	
LICENSE FEE: \$150	
\$5,000 BOND	
BCI (<i>Authorization form to be returned signed & notarized</i>)	



PRIVATE DETECTIVE LICENSE APPLICATION

Applicant's full name:		
Date and place of birth:		
Home address: <i>Street and number</i>		
<i>City or town</i>	<i>State</i>	<i>Zip Code</i>
Mailing address:		
Telephone numbers: <i>Home</i>	<i>Business</i>	<i>Cellular</i>
Previous address: <i>Street and number</i>		
<i>City or town</i>	<i>State</i>	<i>Zip Code</i>
Name of applicant's business (if applicable):		
Business address: <i>Street and number</i>		
<i>City or town</i>	<i>State</i>	<i>Zip Code</i>
Mailing address:		
Are you a U.S. citizen or resident alien? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Please provide the address (city, state, and country) of every residence you have had since age 18, and the dates you resided there. Use a separate sheet if necessary.		
1) Street and number		
<i>City or town</i>		
<i>State and country</i>		
<i>From / / to / /</i>		
2) Street and number		
<i>City or town</i>		
<i>State and country</i>		
<i>From / / to / /</i>		

3) Street and number		
City or town		
State and country		
From / / to / /		
Have you ever been convicted of a felony in any jurisdiction? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever had a private detective license revoked or denied? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Has a court ever declared you incompetent by reason of mental defect or disease? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do you suffer from habitual drunkenness or narcotics addiction or dependence? <input type="checkbox"/> YES <input type="checkbox"/> NO		
PROFESSIONAL QUALIFICATIONS Do you have 5 or more years' experience as a municipal, state, or federal investigator or police officer? If so, list the agency or agencies and the dates.		
Do you have a degree in criminal justice from an accredited college or university? If so, state the college or university, the degree, and the year of graduation.		
Have you been employed by a private detective as an investigator for at least five (5) years? If so, state the name and address of the private detective and the dates of employment.		
If you have none of the professional qualifications above, do you have substantively equivalent training or experience as an investigator? If so, please explain:		
R.I. Gen. Laws § 5-5-3(6) requires a licensed private detective to be of good moral character. Please provide three references who are able to attest to your moral character.		
1) Name	Title or position	
Address		
City or town	State	Zip Code
Telephone numbers:		
2) Name	Title or position	
Address		
City or town	State	Zip Code
Telephone numbers:		

3) Name
Address
City or town
Telephone numbers:
<p>The undersigned, being duly sworn, upon oath does depose and say:</p> <ol style="list-style-type: none"> 1. The information on both pages of this application is true and correct. 2. I am in compliance with all town, state, and federal statutes, ordinances, and regulations. 3. I authorize the Richmond Police Department to examine all judicial and law enforcement records that pertain to me, including but not limited to identification records maintained by the R. I. Bureau of Criminal Identification, to determine whether I am qualified to be licensed by the Richmond Town Council as a private detective pursuant to Title 5, Chapter 5 of the General Laws of Rhode Island. <p>SIGNATURE _____</p> <p>PRINT NAME _____</p> <p>Sworn and subscribed to before me at _____, County of _____, State of Rhode Island, this _____ day of _____, 20 ____.</p> <p style="text-align: right; margin-right: 100px;">_____ Notary Public Print name: My commission expires / /</p>

The Town Clerk will forward this application form to the Police Chief for investigation and comment, retaining a copy. When the Police Chief completes an investigation, the form will be returned to the Town Clerk, who will place the matter on the next Town Council agenda.

POLICE CHIEF'S COMMENTS

Signature: _____ Date: _____

CLERK'S OFFICE USE ONLY

Date of Town Council approval:	Date license issued:
Fee paid:	Date license expires:
License issued by:	License Number:



Richmond Police Department
 PO Box 203
 Wyoming, RI 02898
BACKGROUND CHECK



Elwood Johnson, Jr.
 Chief of Police

TELEPHONE 401-539-8289
Fax 401-539-8283

ADDITIONAL INFORMATION

FULL NAME _____

PRESENT ADDRESS _____

FORMER ADDRESS _____

DATE OF BIRTH _____

PAST CRIMINAL RECORD: _____ **YES** _____ **NO**

NAME OF EMPLOYER _____

ADDRESS OF EMPLOYER _____

NAME OF PREVIOUS EMPLOYER _____

ADDRESS OF PREVIOUS EMPLOYER _____

TELEPHONE NUMBER _____

TYPE OF LICENSE APPLYING FOR _____

NAME OF BUSINESS _____

LOCATION OF BUSINESS _____

In order to allow for a complete and proper background check, I do hereby authorize the Richmond Police Department to examine any and all court records and police records, including but not limited to, Rhode Island Bureau of Criminal Identification records that pertain to myself and to release these findings to the Town of Richmond.

Notary _____

Exp. Date _____

 Signature of Applicant

 Chief Elwood Johnson, Jr.

Please submit a copy of your government issued photo ID