



**PRIVATE DETECTIVE LICENSE APPLICATION
CHECKLIST AND FACT SHEET**

Applicant: _____ License # _____

TAXES - Confirmation by the Richmond Tax Collector that taxes and fees on the business location in Richmond are current.	
BOND - You must post a \$5,000 bond with a surety company authorized to do business in R. I.	
BACKGROUND CHECK - You must submit a signed, notarized authorization for a criminal background check.	
LICENSE FEE - \$150	

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. You do not need this license if you are an investigator for a federal, state, or municipal agency, if you interview witnesses in legal matters, if you are an employee of or assistant to a licensed private detective, if you are a genealogical researcher, if you are an insurance investigators, if you are an employee of a credit reporting agency, or if you are a computer forensic specialist certified as a computer examiner.

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

License expiration - The license expires one year from the date it was issued.

Denial of license - 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. See R.I. Gen. Laws title 5, chapter 5.

Requirements for holding a license

- You 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 your right to a license.
- If you discover a felony, you must report it immediately to local or state police.
- You are 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 you are a public law enforcement officer.



Town of Richmond, Rhode Island

Town Clerk's Office, 5 Richmond Townhouse Road, Wyoming, RI 02898 (401) 539-9000

PRIVATE DETECTIVE LICENSE APPLICATION

Applicant's full name:		
Date and place of birth:		
Home address		
City or town	State	Zip Code
Mailing address:		
Telephone numbers: Home	Business	Cell
Previous address <i>Street and number</i>		
City or town	State	Zip Code
Name of applicant's business (if applicable):		
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) <i>Street and number</i>		
<i>City or town</i>		
<i>State and country</i>		
<i>From / / to / /</i>		
2) <i>Street and number</i>		
<i>City or town</i>		
<i>State and country</i>		
<i>From / / to / /</i>		
3) <i>Street and number</i>		
<i>City or town</i>		
<i>State and country</i>		
<i>From / / to / /</i>		
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? YES NO

Do you suffer from habitual drunkenness or narcotics addiction or dependence? YES NO

PROFESSIONAL QUALIFICATIONS Use a separate sheet if necessary.

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:

The undersigned, being duly sworn, upon oath does depose and say that the information in this application is true and correct.

SIGNATURE _____

PRINT NAME _____

Sworn and subscribed to before me at _____, County of _____, State of Rhode Island, this _____ day of _____, 20 ____.

Notary Public

Print name:

My commission expires / /

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: _____

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OFFICE USE ONLY

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



**RICHMOND POLICE DEPARTMENT
P. O. BOX 203
WYOMING, RI 02898**

(401) 539-8289 • (401) 539-8283 FAX
Elwood M. Johnson, Jr., Chief of Police

AUTHORIZATION FOR A CRIMINAL BACKGROUND CHECK

Full name	Date of birth
Address	Phone number
Former address	
Criminal record? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Name of employer	
Address of employer	
Name of previous employer	
Address of previous employer	
What are you applying for?	
Name of business	
Location of business	

Please submit a copy of a government-issued photo identification card.

The undersigned, being duly sworn, upon oath does depose and say:

1. The information above is true and correct.
2. I hereby authorize the Richmond Police Department to examine all court records and police records, including but not limited to Rhode Island Bureau of Criminal Identification records, that pertain to me and to disclose the contents to the Richmond Town Council.

Signature of applicant

Sworn and subscribed to before me at _____, County of _____, State
of Rhode Island, this ____ day of _____, 20 ____.

Notary Public
Print name:
My commission expires / /