



APPLICANTS FOR PRIVATE INVESTIGATIVE, PRIVATE SECURITY AND BAIL ENFORCEMENT AGENCY LICENSING

The following is a list of requirements that must be completed before a private investigation, private security, or bail enforcement license is issued:

Δ **CREATE AN ACCOUNT ON THE DPS LICENSING PAGE**

[iowa DPS Licensing Portal \(iowadps.gov/licensing\)](http://iowadps.gov/licensing)

Δ **APPLICATION – START YOUR OWN COMPANY:**

The representative for the Iowa license must submit a Start Your Own Company application. This must be submitted by the individual who will act as the agency licensee. Once the Start Your Own Company application is approved, the applicant will receive an email with the steps on submitting the full license application (PD1). (Note: This is not the full license application. This application allows the Iowa DPS staff to create the agency record in the system.)

Δ **APPLICATION – PD1:**

A separate online application is to be completed by each individual, partner, association member or corporation. If the applicant is a corporation, the application (PD1) will need to be completed by the person designated to be the licensee in Iowa and who is actively involved in the licensed business in Iowa.

Δ **PHOTO:**

A color passport style photo must be uploaded and should accompany the application. Photo requirements include:

- Photo should not be more than 1 year old.
- Photos should capture the applicant's head and shoulders in front of a plain, solid colored background.
- Face must be square to the camera with a neutral expression, neither frowning nor smiling, with the mouth closed.
- No headwear of any kind should be worn in the photo, unless it is for religious purposes. This includes headbands.
- No facemask or any other article of clothing should be obstructing the view of individual's face.
- If the photographs do not meet the specifications, you will have to provide a new photograph before your application can be processed.

Δ **FEES SUBMITTED WITH THE APPLICATION:**

- \$100.00 for each license requested
- \$30.00 for each set of fingerprint cards

- \$10.00 for identification card for each license type

*Online payment made at the time of application submission via credit card, debit card, or ACH

△ **PROOF OF FINANCIAL RESPONSIBILITY:**

Each applicant shall provide “proof of financial responsibility” (liability insurance) as provided in the Administrative Rules 661-121.4(6). The applicant will be prompted to upload documentation into the application. The agency name on the “proof of financial responsibility” (liability insurance) must be the same as the agency name indicated on the license application.

Proof of financial responsibility is given by filing a certificate of insurance from a licensed insurance company demonstrating coverage for general liability, completed operations and personal injury. Personal injury insurance shall include coverage for the following groups of offenses:

- False arrest, detention, or imprisonment, or malicious prosecution.
- Libel, slander, defamation or violation of rights of privacy.
- Wrongful entry or eviction or other invasion of rights of private occupancy.

△ **SURETY BOND – PD6:**

A surety company authorized to do business in Iowa must issue this form. (Note: If the applicant is requesting a bail enforcement, private investigative and/or private security license, a \$5,000 bond is required, but if more than one type of business is licensed under this chapter, the bond amount would need to be \$10,000.) The agency name on the bond must be the same as the agency name indicated on the license application. The applicant will be prompted to upload documentation into the application. The surety bond and the PD6 Surety Bond Form must be submitted together on the application. [PD6 Surety Bond Form](#)

△ **LIMITED LIABILITY COMPANY INFORMATION FORM AND CORPORATE INFORMATION FORM:**

LIMITED LIABILITY COMPANY FORM – PD5: If the applicant is an Iowa limited liability company, you must provide a copy of your certificate of existence. If you are a Non-Iowa limited liability company, you must provide a copy of your certificate of authority to do business in Iowa.

CORPORATE INFORMATION FORM - PD7: If the applicant is an Iowa corporation, you must provide a copy of your certificate of existence. If you are a Non-Iowa corporation, you must provide a copy of your certificate of authority to do business in Iowa.

You can apply for the certificate of existence or the certificate of authority to do business in Iowa through the Iowa Secretary of State's Office (515-281-5204).

Note: Your business must remain active with the Iowa Secretary of State through the duration of your Iowa license.

The applicant will be prompted to upload your limited liability company or corporation documents into the application.

△ **UNIFORMS, BADGES, HATS AND PATCHES:**

Pictures, photocopies or physical descriptions of all uniforms, badges, insignia, patches and hats must be submitted as an application attachment for approval by the commissioner as outlined

under Administrative Rules 661-121.12.

△ **VERIFIED STATEMENT OF USE OF TRADE NAME:**

A person shall not engage in or conduct a business under a trade name, or an assumed name of a character other than the true surname of each person owning or having an interest in the business, unless the person first records with the county recorder of the county in which the business is to be conducted a verified statement showing the name, post office address, and residence address of each person owning or having an interest in the business, and the address where the business is to be conducted. This does not apply to any corporation or limited liability company incorporated or organized in this state or any foreign corporation, foreign limited liability company, or limited partnership authorized to do business in this state.

△ **FINGERPRINTS:**

PHYSICAL FINGERPRINT CARDS – FD258: Two fingerprint cards are required to complete the application process. The fingerprint cards can be obtained from the Iowa Department of Public Safety. The fingerprint cards must be turned in before the application can be approved.

Fingerprint cards should be mailed to:

Iowa Department of Public Safety
Private Investigation/Private Security/Bail Enforcement Licensing
Program Services Bureau
215 E 7th St 4th Floor
Des Moines IA 50319-0045

FIELDPRINT: The Iowa DPS Fieldprint website link, along with the Fieldprint Code required when scheduling, will be emailed to the applicant upon submission of application and payment. Fingerprints cannot be taken prior to the submission of an application.

If you have questions concerning bail enforcement, private investigative and/or private security agency licensing, please feel free to call 515-725-6230, or e-mail at piinfo@dps.state.ia.us.