201 KAR 41:020. Application for licensure.

RELATES TO: KRS 329A.035, 329A.040(1), 329A.065(1), 28 C.F.R. 16.33
STATUTORY AUTHORITY: KRS 329A.025(1), 329A.035
NECESSITY, FUNCTION, AND CONFORMITY: KRS 329A.025(1) requires the Kentucky State Board of Licensure for Private Investigators to evaluate the qualification of candidates for licensure as private investigators and private investigating companies. KRS 329A.035 establishes application requirements for private investigators and private investigation companies. This administrative regulation establishes the application requirements and process for licensure.

Section 1. Individual Applicant. (1) An individual seeking licensure as a private investigator shall submit to the board:
(a) A complete, sworn and notarized Private Investigator Application;
(b) The nonrefundable initial application fee established in 201 KAR 41:040, Section 1;
(c)Two (2) 2 in. x 2 in. color passport-style photographs;
(d) A check or money order made payable to the "Kentucky State Treasurer" for the criminal background check and fingerprint fee; and
(e) Authorization for release of medical, psychological, and, if applicable, records pursuant to the requirements of KRS 329A.035(3)(e)-(l).
(2) The applicant shall contact the Department of Professional Licensing for the combined amount of state and federal fees, pursuant to 502 KAR 30:060 and 28 C.F.R. 16.33.

Section 2. Application for Company Private Investigator License.
(1) Owners, partners, or qualifying agents of a company seeking licensure as a private investigating company shall submit to the board:
(a) A complete Private Investigator Company Application that has been:
1. Sworn by each partner, if the applicant is a partnership;
2. Sworn by the qualifying agent; and
3. Notarized.
(b) The nonrefundable initial application fee established in 201 KAR 41:040, Section 2;
(c) A check or money order made payable to the "Kentucky State Treasurer" for the criminal background check and fingerprint fee; and
(d) A list of all private investigators employed by the company.
(2) The applicant shall contact the Department of Professional Licensing for the combined amount of state and federal fees, pursuant to 502 KAR 30:060 and 28 C.F.R. 16.33.

Section 3. Status Change. (1) An individual licensee, applicant, or private investigation company shall notify the board in writing within thirty (30) days of a change in company affiliation, business address, residence address, or phone number.
(2)(a) A private investigation company shall notify the board in writing within thirty (30) days of a change in company affiliation or upon the death or termination of a private investigator working for that company.
(b) If a private investigator's employment is terminated, the private investigation company employer shall notify the board of the reason for the termination within thirty (30) days of termination.

Section 4. Application Processing. Except for proof of a passing examination score, all application documents and fees shall be submitted within thirty (30) days of the submission of the

application to the board. Failure to provide all required documents within thirty (30) days of the submission of the application to the board shall result in automatic denial of the application.

Section 5. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "Private Investigator Application and Applicant Instructions", 10/2008 edition; and

(b) "Private Investigator Company Application and Applicant Instructions", 10/2008 edition.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Licensure for Private Investigators, 911 Leawood Drive, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (32 Ky.R. 2388; 33 Ky.R. 727; eff. 10-6-2006; 35 Ky.R. 620; 1442; eff. 1-5-2009; 45 Ky.R. 3475; eff. 9-6-2019; Crt eff. 12-11-2019.)