



DEPARTMENT OF CONSUMER AFFAIRS
BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002, West Sacramento, CA 95798-9002
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PRIVATE INVESTIGATOR COMPANY BRANCH OFFICE CERTIFICATE
RENEWAL APPLICATION

NOTE: Read Fee Amount Due under Instructions carefully to help ensure payment of correct fee amount.
An application received without full payment will not be processed and will be returned to the applicant.

U.S. ARMED FORCES PRIORITY REQUESTS

Check box if you have served, or are currently serving, in the U.S. Armed Forces.

Disclosure is voluntary. If you check the box, submit proof of your military service (e.g. DD-214, DD-256, V-MET record, military orders, military I.D., etc.) with your application.

(COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN)

Form with fields: Company Name, Fee Amount, PIB Certificate Number, Certificate Expiration Date, PI Company Address, PIB Physical Address, Name of Person, Person Title, Telephone, Email Address.

Mandatory Disclosure Language

Submission of the requested information is required unless otherwise noted as optional. The Bureau of Security and Investigative Services (BSIS) of the Department of Consumer Affairs (Department) cannot process your Private Investigator Company Branch Office Certificate Renewal Application unless all requested information is provided.

Pursuant to the Information Practices Act, the BSIS is responsible for maintaining the information in this application. You have the right to review the records maintained on you by the BSIS or Department unless the records are exempt from disclosure by section 1798.40 of the Civil Code.

Pursuant to the California Public Records Act (Gov. Code § 6250 et seq.) and the Information Practices Act (Civ. Code § 1798.61), information about persons possessing a license, certificate, permit or registration may be disclosed by the BSIS unless otherwise specifically exempt from disclosure under the law.

For questions about this notice or access to your record, you may contact the BSIS by mail at Bureau of Security and Investigative Services, Attn: Custodian of Record, P.O. Box 980550, Sacramento, CA 95798-0550; by phone at (800) 952-5210; or by e-mail at bsis.prarequests@dca.ca.gov.

I CERTIFY UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, that all statements on this application are true and correct, with full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answers to any questions on the application may be grounds for denial or subsequent revocation of my license and/or criminal prosecution.

Signature of Person Who Completed Form (See Instructions)

Date

INSTRUCTIONS FOR COMPLETING RENEWAL APPLICATION

1. All sections of the form should be completed.
2. **Renew timely** – The average processing time for company renewal applications is 60 days. To help prevent the expiration of your certificate before it is renewed, the Bureau recommends the renewal application be submitted no less than 60 days before expiration of your current certificate. **NOTE:** Applications received more than 90 days before expiration will be returned.
3. **Fee Amount Due – READ CAREFULLY.** Due to a new law, the fee to renew a Private Investigator Company Branch Office (PIB) certificate is changing. A PIB certificate may be renewed up to 30 days after expiration with the standard renewal fee. After 30 days, a PIB certificate may be renewed with a delinquency fee up to three years of expiration. (See Important Information below.)

Renewal Fees for Certificates Expiring before July 1, 2020:

- Up to 30 days after expiration: \$30.00
- After 30 days but before 2 years of expiration: \$45.00 (\$30 renewal & \$15 delinquency)
- After 2 years of expiration: Email PrivateInvestigators@dca.ca.gov for fee owed
- After 3 years of expiration: Cannot renew/new initial application required

Renewal Fees for Certificates Expiring after July 1, 2020:

- Up to 30 days after expiration: \$65.00
- After 30 days but before 2 years of expiration: \$97.50 (\$65 renewal & \$32.50 delinquency)
- After 2 years of expiration: Email PrivateInvestigators@dca.ca.gov for fee owed
- After 3 years of expiration: Cannot renew/new initial application required

4. **Fee Payment:** An application received without payment of the full fee amount owed (see Item 3) will not be processed and will be returned to the applicant. Make check payable to Bureau of Security and Investigative Services or BSIS. Do not submit cash by mail. Application fees are non-refundable.
5. **Address Information:** A Private Investigator Company Branch Office Certificate Holder must have its complete address on file with the Bureau as the address of record (AOR). The AOR is public information and is the address where the replacement certificate will be mailed.
6. **NOTE:** Changing your address(es) via this application, only changes the address for this certificate. You must file a Change of Address Form to change the address on other licenses you hold.
7. **Person Authorized to Complete/Sign Application:** Only a principal reflected in the Bureau's records as associated with the license related to this branch office certificate is authorized to sign the application. (Below are potential principals.)
 - a. **Sole Ownership:** Only the owner associated with the license
 - b. **Partnership:** Only a partner associated with the license
 - c. **Corporation:** Only an officer associated with the license
 - d. **Limited Liability Company:** Only the manager on a manager-managed LLC, or member or officer associated with the license.
8. **Telephone and Email Address:** While optional, providing a phone number and an email address may expedite the Bureau's communication with you if additional information is required to process this application.
9. **Mail your renewal application and check to:** Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

IMPORTANT INFORMATION

1. **Address Change:** You must notify the Bureau of any change in your address within 30 days of change.
2. **Expired PI License/PIB Certificate:** Any person providing PI or PIB activities on an expired license or certificate is conducting unlicensed activity, which can result in disciplinary action being taken against the license.