

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR LICENSURE – PRIVATE FIRE INVESTIGATOR

Please read these instructions carefully. Failure to complete the application properly and in its entirety could result in the delay of processing your application as well as the review and approval of your application for licensure.

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Section 1 - Private Fire Investigator Applicant Information

Full Name - You must provide your full first, middle and last name. This is the name that will appear on your license.

Business Mailing Address – This is considered your official primary “contact at” address with the Missouri Board of Private Investigator and Private Fire Investigator Examiners and is the address that will be available to the public via Professional Registration’s downloadable listing on the website or by someone contacting the office by telephone. Please note that all correspondence, renewal applications, newsletters etc from this office will be sent to this address.

Business Physical Address – You must provide a physical address for your private fire investigation business. This is not posted on the website or given to the public unless your physical address and mailing address are the same.

Date of Birth – Please note Missouri statutes require that all applicants be at least twenty-one (21) years of age.

Social Security Number and Disclosure Notice – You must provide your social security number on the application as well as completing the Social Security Disclosure Notice form. The disclosure notice informs you of the use of your social security number within the Board of Private Investigator and Private Fire Investigator Examiners and the Division of Professional Registration.

Section 3 – Other State Licensure

Licensure History – If you hold licenses in more than three states, please provide that information on an additional piece of paper and attach it to your application.

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Section 4

If you answer yes to any of the questions in this section, please provide a full detailed explanation.

Section 5 – Affidavit of Applicant

Please read the affidavit before signing the application in the presence of a notary and then notarized.

Additional Information

APPLICATION FEE

Please submit the \$500.00 application fee. The application fee can be a personal check, money order or cashiers check made payable to the Board of Private Investigator and Private Fire Investigator Examiners. We apologize for the inconvenience but we cannot accept credit cards for payment of the application fee.

PHOTOGRAPHS

You will need to submit two (2) passport style photographs with your application. Please print your name on the back of the pictures and tape one picture in the box located on the bottom of the Social Security Disclosure Notice. You will need to send the other picture with your application, fee etc. **The board recommends that you obtain your passport photo from a company that specializes in these kinds of photographs i.e., Fed Ex Office, Walgreens, Staples etc. If you have any questions, please contact the board office. Unacceptable photos will be rejected.**

SOCIAL SECURITY NUMBER DISCLOSURE NOTICE:

Please complete the top portion of this form and send it with your application, fee and photographs.

PROOF OF LIABILITY AND WORKER'S COMPENSATION INSURANCE:

Please have your insurance agency or insurance carrier forward a Certificate of Insurance as proof of liability insurance in amount of no less than \$1,00,000. The Certificate of Insurance must list the MO Board of Private Investigator and Private Fire Investigator Examiners as a certificate holder. The document may be mailed to the board office or faxed to 573-526-0661.

Proof of Worker's Compensation in the form of a Certificate of Insurance issued by your insurance agent or insurance carrier must also be forwarded to the MO Board of Private Investigator and Private Fire Investigator Examiners. If your business is not subject to the Worker's Compensation law, please mail or fax a written explanation.

CRIMINAL BACKGROUND CHECK AND FINGERPRINTING:

There are two options for submitting fingerprints to the board office. Section 43.543 RSMo of Missouri law authorizes state agencies to conduct a background check with the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI).

Option 1: If you choose this method for collection of fingerprints, results are typically received in the board office within 7-10 days after the fingerprints are collected. Option 2: if you choose this method for collection of fingerprints, results can take up to 8 weeks to receive.

Applicants within or close to Missouri may have their fingerprints electronically collected (See option #2 for manual collection of fingerprints)

FOR FINGERPRINTS ELECTRONICALLY COLLECTED (OPTION #1):

Please follow the steps outlined below.

- **STEP 1:** You must register with the Missouri Automated Criminal History Site prior to Cogent 3M collecting your fingerprints. You may schedule your appointment with Cogent 3M by visiting the following website: www.machs.mo.gov and go through the following steps:

Choose "Click Here to Access MACHS Fingerprint Search Portal to schedule a background check by Fingerprints." (NOTE: If you do not have internet access, please contact Cogent 3M at 877-862-2425 and

a Fingerprint Services Representative will register you.)

- **STEP 2:** Choose “I have a 4 digit Registration Number that was provided by my employer or licensing agency” (Note: the Registration Number for the Board of Private Investigator and Private Fire Investigator Examiners is 5415.)
- **STEP 3:** Enter the Registration Number 5415 and press “Populate.”
- **STEP 4:** Complete the form. Note: Any fields with a red asterisk (*) must be filled in.
- **STEP 5:** Answer no that your fingerprints are being collected because you are a volunteer.
- **STEP 6:** You are not required to have notarized clearance letters.
- **STEP 7:** You should be viewing your confirmation page. This confirmation page will provide you with your Transaction Control Number (TCN). This is a unique number and you will be able to use this number to inquire about the status of your background check. Click “Schedule Fingerprinting” and this will transfer you to Cogent’s website to begin the scheduling and/or walk in fingerprint process.
- **STEP 8:** Applicants will have the option to pay for their background check via credit or debit card online OR pay on-site by check, money order or cash.
- **STEP 9:** Making the appointment - there are at least 52 fingerprint services sites throughout Missouri. All sites will have night and/or weekend hours. You are encouraged to visit www.cogentid.com, Missouri, “Print Locations and Hours” **PRIOR** to visiting the fingerprinting site in case additional sites have opened or unforeseen changes have been made to availability or hours.
- **STEP 10:** You should see a confirmation screen once your appointment has been made. It is recommended that you print this page and take it with you to your appointment.

FOR FINGERPRINTS MANUALLY COLLECTED (OPTION #2):

If you choose to submit manually collected fingerprints, please allow up to 8 weeks for results to be received in the board office. Follow the steps below:

- **STEP 1 --** Obtain two inked fingerprint cards captured on a standard FBI-258 applicant fingerprint card. Most police departments offer this service.

The board office has blank fingerprint cards that we can mail to you at your request or you can provide the office that is collecting your fingerprints with our ORI Number – **MO920680Z** and OCA Number – **PI**

- **STEP 2 --** You must register with the Missouri Automated Criminal History Site prior to Cogent 3M collecting your fingerprints. You may schedule your appointment with Cogent 3M by visiting the following website: www.machs.mo.gov and go through the following steps:

Choose “Click Here to Access MACHS Fingerprint Search Portal to schedule a background check by Fingerprints.” (NOTE: If you do not have internet access, please contact Cogent 3M at 877-862-2425 and a Fingerprint Services Representative will register you.)

- **STEP 3** – Choose “I have a 4 digit Registration Number that was provided by my employer or licensing agency” (Note: the Registration Number for the Board of Private Investigator and Private Fire Investigator Examiners is **5415**.)
- **STEP 4** -- Enter the Registration Number **5415** and press “Populate.”
- **STEP 5** -- Complete the form. Note: Any fields with a red asterisk (*) must be filled in.
- **STEP 6:** Answer no that your fingerprints are being collected because you are a volunteer.
- **STEP 7:** You are not required to have notarized clearance letters.
- **STEP 8:** You should be viewing your confirmation page. This confirmation page will provide you with your Transaction Control Number (TCN). This is a unique number and you will be able to use this number to inquire about the status of your background check.
- **STEP 9:** -- Write the TCN number on the back of the fingerprint cards.
- **STEP 10:** Complete payment (online or send a money order with the fingerprint cards). Checks or money orders **MUST** be made out to 3M Cogent for the exact amount of the transaction.
- **STEP 11:** -- Mail the fingerprint cards (and if applicable, payment) to:
3M Cogent
Missouri CardScan
639 N Rosemead Blvd
Pasadena CA 91107

CERTIFICATION REQUIREMENT:

You must provide evidence of active certification as a fire investigator issued by the Missouri Division of Fire Safety.

If you hold an active certification with the Division of Fire Safety, please enclose a copy of your certification with your application.

If you **DO NOT** hold active certification as a fire investigator issued by the Missouri Division of Fire Safety, please contact them at 573-751-2930 and then forward a copy of your certification document once you have received it.

APPLICATION FOLLOW-UP:

Once your application has been received and all documentation has been processed you will receive a follow up by e-mail or telephone informing you if items are still needed or when your application will be reviewed by the board.