PI/PFI Agency Application Instructions

Please review all instructions before completing the application. Contact the Board office if you have any questions.

In order to apply for a PI or PFI agency license you must first have an Investigator-in-Charge who holds an active Missouri PI or PFI license. If you are applying for an additional Agency License for a branch office, you must include the information for the Primary office.

1. Complete the application.
   Business Physical Address – You must provide a physical address for your business. This is not posted on the website or given to the public unless your physical address and mailing address are the same.
   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 correspondence from this office will be sent to this address.

2. Submit proof of registration with the Missouri Secretary of State as required by law.

3. Submit copy of current Certificate of Insurance for Liability and Workers Comp insurance.

   Private Investigator Agencies must carry a minimum of $250,000 liability insurance.
   Private Fire Investigator Agencies must carry a minimum of $1,000,000 liability insurance**.**
   Additional Agency/Branch locations are covered by the primary office insurance.

   All agencies must also provide Proof of Worker's Compensation Insurance.
   If your business is not subject to the Worker's Compensation law (less than 5 employees), submit a written statement that you are exempt.

   The Certificate(s) of Insurance must be issued by an insurance company licensed to do business in the state of Missouri and list the MO Board of Private Investigator and Private Fire Investigator Examiners as a certificate holder.

4. Complete Applicant Release for anyone for whom you want our office to be able to discuss your file (ie. supervisor, office manager, spouse).

5. Submit completed application, forms, and appropriate non-refundable payment.
   Private Investigator Agencies-$400 application fee
   Private Fire Investigator Agencies-$400 application fee
   Additional Agency/Branch locations-$200 application fee