



**Rules of
Department of Insurance,
Financial Institutions and
Professional Registration**

**Division 2234—Board of Private Investigator Examiners
Chapter 3—Private Investigator Agency**

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**Title 20—DEPARTMENT OF
INSURANCE, FINANCIAL
INSTITUTIONS AND
PROFESSIONAL REGISTRATION**

**Division 2234—Board of Private
Investigator Examiners**

Chapter 3—Private Investigator Agency

**20 CSR 2234-3.010 Application for
Licensure—Private Investigator Agency**

PURPOSE: This rule outlines requirements for a private investigator agency license.

(1) An application for licensure pursuant to section 324.1108, RSMo, shall be submitted on the form which may be obtained by contacting the Board of Private Investigator Examiners.

(2) A completed application for licensure must be typewritten or printed in black ink, signed, and notarized, and shall include:

(A) The appropriate licensure fee pursuant to 20 CSR 2234-1.050;

(B) The name of the Missouri licensed private investigator-in-charge and designate a primary office in Missouri;

(C) Proof of registration of a fictitious name with the secretary of state;

(D) Proof of the liability insurance required by law in the form of a Certificate of Insurance issued by an insurance company licensed to do business in the state of Missouri. A Certificate of Insurance issued by an agent is not acceptable; and

(E) Proof of workers' compensation insurance in the form of a Certificate of Insurance issued by an insurance company licensed to do business in the state of Missouri, or written statement explaining how the applicant's business is not subject to the Workers' Compensation law. A Certificate of Insurance issued by an agent is not acceptable.

(3) An agency shall not conduct business from any location in Missouri other than that shown on the board's records.

(4) If a private investigator agency maintains a branch office(s), each shall be operated under the same name and license as the primary office and every such place of business shall comply with the provisions of 20 CSR 2234-3.010.

(5) A branch office shall be under the direct supervision of the licensed private investigator-in-charge.

(6) The applicant shall be informed in writing of the decision regarding the application for licensure.

(7) The board may delegate the preliminary review of license applications to the executive director.

AUTHORITY: sections 324.1102, 324.1108, 324.1110, 324.1112, 324.1114, and 324.1132, RSMo Supp. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1102, RSMo 2007; 324.1108, RSMo 2007; 324.1110, RSMo 2007; 324.1112, RSMo 2007; 324.1114, RSMo 2007; and 324.1132, RSMo 2007.*

**20 CSR 2234-3.020 Change of Name,
Ownership, Location, or Private Investi-
gator-In-Charge—Private Investigator
Agency**

PURPOSE: This rule outlines the requirements and procedures for notifying the board of a change of name, ownership, or location of a private investigator agency.

(1) Change of Private Investigator Agency Name.

(A) A written notification of the change of name prior to the effective date of the proposed change shall be submitted to the board along with a copy of any fictitious registration with the secretary of state.

(B) The private investigator agency shall not release any printed materials or advertisements in the new name to the public before notifying the board of the name change.

(C) The license reflecting the name change shall replace the original license and be displayed as required by these rules.

(D) The private investigator agency shall return the license for the former name to the board immediately.

(2) Change of Private Investigator Agency Location.

(A) A private investigator agency shall notify the board in writing within ten (10) days after closing or changing the location of a branch office.

(B) The private investigator agency shall return the license for the former location to the board immediately.

(3) Change of Ownership.

(A) A private investigator agency shall promptly notify the board of his or her intention to cease operations and shall supply the board with the name and mailing address of the new operator, if any. A private investiga-

tor agency license is not transferable. A new agency shall submit a completed application as required in 20 CSR 2234-3.010 and obtain a new license before operating the business.

(B) The private investigator agency shall return the license for the former location to the board immediately.

(4) Change of Private Investigator-In-Charge.

(A) A private investigator agency shall notify the board in writing within ten (10) days after a change of the private investigator-in-charge.

(B) The private investigator agency shall return the license for the former private investigator-in-charge to the board immediately.

AUTHORITY: sections 324.1100 and 324.1132, RSMo Supp. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1100, RSMo 2007 and 324.1132, RSMo 2007.*

**20 CSR 2234-3.030 Licensure Renewal—
Private Investigator Agency**

PURPOSE: This rule establishes licensure renewal requirements for private investigator agencies.

(1) A license shall be renewed prior to the expiration of the license. Failure to receive a license renewal notice shall not relieve the licensee of the obligation to renew the license and pay the required fee prior to the expiration date of the license. Renewals shall be postmarked no later than the expiration date of the license to avoid the late penalty fee as defined in 20 CSR 2234-1.050.

AUTHORITY: sections 324.1102 and 324.1126, RSMo Supp. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1102, RSMo 2007 and 324.1126, RSMo 2007.*

**20 CSR 2234-3.040 Application for
Licensure—Licensed Agency Investigator
Employee**

PURPOSE: This rule outlines the requirements for private investigator agency employees.

(1) An application for licensure pursuant to section 324.1108, RSMo, shall be submitted on the form which may be obtained by contacting the Board of Private Investigator Examiners.



(2) A completed application for licensure must be typewritten or printed in black ink, signed, and notarized, including information pertaining to the private investigator agency employee, and must include:

(A) The appropriate licensure fee pursuant to 20 CSR 2234-1.050;

(B) Two (2) copies of a recent photograph of the applicant's head and shoulders (commonly known as passport style) that fairly depict the applicant's appearance;

(C) Proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigation (FBI) fingerprint background check. Any fees due for fingerprint background checks shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor; and

(D) Other information required by the board.

AUTHORITY: sections 324.1102, 324.1116, and 324.1118, RSMo Supp. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1102, RSMo 2007; 324.1116, RSMo 2007; and 324.1118, RSMo 2007.*

20 CSR 2234-3.050 Name and Address Changes—Licensed Agency Investigator Employee

PURPOSE: This rule outlines procedures to be followed for name, address, and telephone number changes.

(1) All individuals licensed pursuant to this chapter shall ensure that the license bears the current legal name of that individual.

(2) A licensee whose name has changed shall notify the board, in writing, within thirty (30) days of the change and provide a copy of an appropriate document substantiating the name change.

(3) A licensee whose address has changed from that printed on the license must inform the board, in writing, within thirty (30) days of the effective date of the change.

(4) Changes in telephone numbers and email addresses shall also be reported in the same manner as that described for changes in address.

AUTHORITY: section 324.1100, RSMo Supp. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1100, RSMo 2007.*

20 CSR 2234-3.060 Replacement of Renewal License—Licensed Agency Investigator Employee

PURPOSE: This rule establishes the procedures for replacing registration certificates.

(1) Licensees whose renewal license is lost, destroyed, or mutilated, or who require replacement as a result of an incorrect address or name change, or who require additional licenses for additional practice locations may obtain a duplicate license, without charge, upon receipt of a statement indicating the need for the duplicate.

AUTHORITY: section 324.1100, RSMo Supp. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1100, RSMo 2007.*

20 CSR 2234-3.070 Licensure Renewal—Licensed Agency Investigator Employee

PURPOSE: This rule establishes licensure renewal requirements for licensed agency investigator employees.

(1) A license shall be renewed prior to the expiration of the license. Failure to receive a license renewal notice shall not relieve the licensee of the obligation to renew the license and pay the required fee prior to the expiration date of the license. Renewals shall be postmarked no later than the expiration date of the license to avoid the late penalty fee as defined in 20 CSR 2234-1.050.

AUTHORITY: sections 324.1102 and 324.1126, RSMo Supp. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1102, RSMo 2007 and 324.1126, RSMo 2007.*