

If, after reviewing the previously listed requirements you determine that you qualify for a license, the following information and documentation must be submitted with the completed online application:

1. One (1) completed fingerprint card (all data must be complete, accurate and readable). A card can be purchased from a vendor, but it must be a FD-258 fingerprint card. In addition, the applicant must sign and submit the SBI Release of Information form.
2. A digital photograph in *.jpeg (.jpg) format [must be uploaded during the application process where required. Photo must be current, head and shoulder shot only (*we cannot crop photos*) with no caps or hats being worn.
3. Proof of high school graduation, general education certificate or proof of graduation from an accredited college or university. [Document must be uploaded during the application process where required]
4. DD 214 (if veteran or discharged). If currently in the military, you must submit a letter from your commanding officer. [Document must be uploaded during the application process where required]
5. **\$150.00 non-refundable application fee and an additional \$38.00 fee** for an SBI/FBI fingerprint check. [Submitted at end of application process]
6. A signed and notarized PPS Release of Records form. [Document must be uploaded during the application process where required]
7. An online criminal history check that covers the previous five years (60 months) provided by CriminalRecordCheck.com (<https://crclicensing.com/site/ppsb>).
8. A completed Written Plan of Supervision form if applying for a Private Investigator Associate (PIA) license or a Temporary Permit. [Document must be uploaded during the application process where required]
9. Application for Company Business License (every business, *except a sole proprietorship*, is required to have a business license issued by the Board). The application for a Company Business License must be accompanied by either a Certificate of Authority from the North Carolina Secretary of State (if an out-of-state corporation) or a copy of the Articles of Incorporation if it is a North Carolina corporation. [Document must be uploaded during the application process where required]
10. The Personal Reference Questionnaire is to be completed by each of the references you list on the application (five (5) references are required). The questionnaire is to be completed by the reference only. [Document must be uploaded during the application process where required]

To begin the application process, go to: <https://ppsapplication.permitium.com/ppsb/start>

For additional assistance, please contact the Licensing Unit of the North Carolina Private Protective Services Board at (919) 788-5320.

Thank you,
Paul Sherwin, Director

December 3, 2020 Rev.