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Secretary of State
402-471-8606



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NEBRASKA PLAIN CLOTHES INVESTIGATOR LICENSE INSTRUCTIONS

Please carefully read the instructions on this page. If you have any questions regarding the application procedure, please contact the Licensing Office at sos.licensing@nebraska.gov.

Please note that prior to issuance of each license the Nebraska State Patrol will investigate on the character and reputation of everyone making application. In accordance with state statute the investigation may take up to ninety days to complete.

Interested applicants must complete the application for any license and meet all the minimum requirements prior to taking the examination. The testing of all eligible applicants will be held on the third Wednesday of each month at 10:00 AM, in office located at 1221 N Street, Lincoln, NE. **Applicants who are interested in taking the test should contact the Secretary of State's office (402) 471-8606 prior to taking the examination.**

To Complete your application. Please submit to our office:

☐ **Initial Application:**

1. Completely fill in all lines for the Employment and Reference section of the application. If you do not have that information, please indicate on the form. The State Patrol will return any application that has blanks in those sections.
2. Sign as required, complete the Affidavit.
 - a. Original signatures are required. No photocopies, faxes, emails will be accepted.

☐ **Authorization for Release of Information:** A signed form is required for the State Patrol.

☐ **Voucher of Employment:** The agency that you will be working for must complete this form.

☐ **Two Passport Size Photographs:** Two passport size color facial photographs must be included.

☐ **Fingerprint Cards:** Two fingerprint cards must be submitted. In Nebraska you can be fingerprinted at the State Patrol and they will provide the cards to our office.

- a. **If you are not in Nebraska and need fingerprint cards, please contact our office.**

☐ **Citizenship Attestation Form:** All applicants for licensure must complete the enclosed United States Citizenship Attestation Form and return the form with the renewal application. Nebraska law (Neb. Rev. Stat. § 4-108 (Laws 2009)) provides that no state agency may provide public benefits to a person not lawfully present in the United States.

☐ **Copy of Driver's License:** The State Patrol requests that we provide a copy of your driver's license.

☐ **Application Fees:**

- a. \$25 application fee
- b. \$38 background investigation fee