

ROBERT B. EVNEN
Secretary of State
402-471-8606



1201 N. St., Suite 120
Lincoln, NE 68508
sos.licensing@nebraska.gov

NEBRASKA PRIVATE DETECTIVE AGENCY 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 each individual 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. Complete all information on the form.
 - a. If the agency is a corporation, you must list the president, the secretary, and the treasurer of the corporation and any person with the duties of the manager;
 - b. If the agency is any person other than an individual or a corporation, you must list each of the individual partners, members, managers, officers, or other individuals having a right to participate in the management.
2. Sign as required, complete the Affidavit
 - a. Original signatures are required. No photocopies, faxes, or emails will be accepted.
 - b.

☐ Plain Clothes Investigator Application:

1. This application must be completed by the qualifying individual for the agency for purposes of sending to the State Patrol for a background check. Refer to the Plain Clothes Investigator License for specifics on the forms. The following must be provided:

- a. Application
- b. Authorization for Release of Information
- c. Two Fingerprint cards
- d. Citizenship Attestation Form
- e. Copy of Driver's License

2. Any individual working for the agency in Nebraska will need to complete the Plain Clothes Investigator license materials. Refer to the provided packet.

☐ \$10,000 Surety Bond or Continuation Certificate: A surety bond must accompany the application. The bond MUST be signed by the bonding company and you, the licensee. Original signatures are required. No photocopies, faxes, or emails will be accepted.

☐ Application Fees:

- a. \$100 application fee
- b. \$38 background check fee for qualifying individual.