



Montana Board of Private Security

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Licensing Requirements and Application Checklist Private Investigator Trainee

License Requirements for Private Investigator Trainee

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Applicant is required to provide a background investigation that includes a fingerprint check by the Montana department of justice and the federal bureau of investigation - [[37-60-303 MCA](#), [ARM 24.182.501](#)]
2. The applicant must be at least 18 years of age – [[ARM 24.182.511](#)]
3. Proof of employment, education, and training must be submitted with the application – [[ARM 24.182.501](#), [ARM 24.182.511](#), [ARM 24.182.804](#)]
4. Application must be accompanied with a statement from a licensed private investigator that the licensee will employ and provide direct supervision of the trainee, as defined in - [[ARM 24.182.301](#), [ARM 24.182.501](#), [ARM 24.182.511](#)]

Checklist of Required Documents to Submit for Application for Private Investigator Trainee

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- ☐ Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type
- ☐ If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).
- ☐ Non-Criminal Justice Rights Application
- ☐ Montana Department of Justice and the Federal Bureau of Investigation fingerprint criminal background information.
- ☐ Passport style photo and copy of applicant signature for identification pocket card.
- ☐ Statement from a licensed private investigator attesting they will employ and provide direct supervision of the trainee

Application Fee(s) for Private Investigator Trainee

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or bank account. If you submit a paper application you must submit a check or money order. Do not mail cash.

- ☐ \$ 150 application fee

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.