PRIVATE DETECTIVE APPLICATION/RENEWAL PROCEDURE
(effective May 1, 2018)

- Initial Filing Fee - $26.75 ($21.75 plus $5.00 automation fee)
- Renewal Filing Fee - $26.75 ($21.75 plus $5.00 automation fee)

In addition to the filing fee, a license fee is due upon the approval

- Initial Individual License - $200 (issued for 2 yrs)
- Initial Partnerships & Corporations - $300 (issued for 2 yrs)
- Renewal Individual License - $100/yr (for a period of up to 5 yrs)
- Renewal Partnerships & Corporations - $150/yr (for a period of up to 5 yrs)

Application of a Private Detective License Requires the Following:

- One fingerprint card for each individual/officer of the corporation included with the application
- One fingerprint card and a check in the amount of $17.50 made payable to “Commonwealth of PA” for PA State Police processing
- Two photographs in passport size
- Surety bond in the amount of $10,000.00
- A surety bond for new applications may not be filed until the license is approved by the Court.
- It is necessary the Court approve the surety bonds before licenses are issued.

Private Detective badges are issued by appointment only.

Renewal of a Private Detective License Requires the Following:

- Complete Individual or Partnership & Corporation Renewal Form (AOPC 2023 or AOPC 2235)
- Complete Request for Criminal Record Check Form (SP 4-164) and attach certified check/money order in the amount of $22.00 payable to: Commonwealth of PA for applicant or officer(s)
- Surety bond in the amount of $10,000.00
- It is necessary the Court approve the surety bonds before licenses are issued

NOTE: Fees related to this process are not refundable.
INDIVIDUAL PRIVATE DETECTIVE LICENSE 
RENEWAL FORM

County of Butler

Applicant's Name: ________________________________

Last    First    Middle Initial

Date of Birth: _____/_____/_____

Month    Day    Year

Social Security Number: ______-_____-____

Date current license issued: _____/_____/_____

Month    Day    Year

Date of Expiration: _____/_____/_____

Month    Day    Year

Residence Address: ________________________________

_________________________________________________________________

Business Address: ________________________________

_________________________________________________________________

Branch Office(s) Address(es):

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Have you ever been arrested or convicted of a criminal offense in this or any other state?

__________ No ________ Yes (If yes, give details on separate sheet)

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief; said affirmation being made subject to penalties prescribed by 18 Pa.C.S.A. Sec. 4904, unworn falsifications to authorities. By signing this affirmation the undersigned further certifies that they are familiar with the Private Detective Act of August 21, 1953, P.L. 1273, Sec. 1, as amended, and warrant this application is in compliance with the provisions of the Act.

Signature: ______________________________________

Date: ________________________________

For use by County ________________________________

☐ License Renewal Approved

☐ License Renewal Not Approved

Date License Renewed ________________________________

New License Expiration Date ________________________________

Date submitted to Court for hearing ________________________________

Signature ________________________________

Clerk of Courts

FREE INTERPRETER
www.pacourts.us/language-rights
Partnership, Association or Corporation Private Detective License Renewal Form

County of Butler

Name of Partnership, Association or Corporation: 

Federal Identification No: 

Address of Principal Place of Business: 

Branch Office(s) Address(es): (Attach a separate sheet for additional offices.) 

On a separate sheet state the Name, Address, Date of Birth and Social Security Number of each individual composing the partnership, association or corporation.

Has any member of the partnership, association or corporation ever been arrested or convicted of a criminal offense in this state or any other state? □ No □ Yes (if yes, give details on a separate sheet)

Date current license issued: / / Month Day Year Date of Expiration: / / Year

The undersigned hereby affirms that the foregoing information is true and correct to the best of said persons' knowledge, information, and belief; said affirmation being made subject to penalties prescribed by 18 Pa.C.S.A. Sec. 4904, unsworn falsifications to authorities. By signing this affirmation the undersigned further certifies that they are familiar with the Private Detective Act of August 21, 1953, P.L. 1273, Sec. 1, as amended, and warrant that this application is in compliance with the provisions of the Act.

(Attach separate sheet for additional signatures.)

Signature Date

Signature Date

Signature Date

Signature Date
For use by County

Criminal records check:
☐ County
☐ State
☐ NCIC

☐ Check if conviction found
☐ Fee Paid

☐ License Renewal Approved
Date License Renewed
New License Expiration Date

☐ License Renewal Not Approved
Date submitted to Court for hearing

Signature ____________________________ Clerk of Courts
TRY OUR WEBSITE FOR A QUICKER RESPONSE
https://epatch.state.pa.us

Butler County Clerk of Courts
PO Box 1208
Butler, PA 16003

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only.

FEES FOR REQUESTS - $22.00. NOTARIZED FEE REQUESTS - $27.00.

***MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA***

REASON FOR REQUEST

☐ INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. ($27.00 FOR REQUEST)

☐ ADOPTION (DOMESTIC) ☐ EMPLOYMENT ☐ VISA ☐ OTHER

WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.