



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE & INSURANCE
DIVISION OF REGULATORY BOARDS
PRIVATE INVESTIGATION AND POLYGRAPH COMMISSION
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-1167
615.741.4827 FAX 615.532.2965
www.tn.gov/commerce/boards/

FOR OFFICIAL USE ONLY

File #

Xact #

PRIVATE INVESTIGATOR CERTIFIED TRAINER - APPLICATION

*Instructions: Please read this entire application carefully. Complete all sections and have Notarized before returning with the appropriate application fee to the above address. Please Note: **application fees are Non Refundable.** Submit additional information for any item on a separate sheet of paper.*

1. PERSONAL DATA:

_____-_____-_____
Social Security Number Last Name First Name Middle Name

Residence (street) Address

City State Zip Code

(Area Code) Telephone Number E-mail address

- (Date of Birth) (Place City/State of Birth) (Sex (M/F)) (Race) (Height) (Weight) (Hair) (Eyes)
- a. Do you currently hold an active Tennessee Private Investigator License? Yes No
License Number: _____ Expiration Date: _____
- b. Have you ever been convicted of a felony or of a misdemeanor involving moral turpitude? Yes No
- c. Are suffering from habitual drunkenness and/or narcotics addiction? Yes No
- d. Do you have a set of classifiable fingerprints on file with the Commission? Yes No
- e. Are you currently employed by a licensed Tennessee Private Investigation Company? Yes No
- f. Do you own and/or operate a licensed Tennessee Private Investigation Company? Yes No
- g. Have you read the Tennessee statutes pertaining to Private Investigations and the corresponding Administrative Rules and do you understand your responsibilities? Yes No

2. BUSINESS DATA:

Name of Tennessee Private Investigation Company Employer or other Business Employer

Business Address (Physical Location)

City State Zip Code

Mailing Address (If different than physical location)

City State Zip Code

(Area Code) Telephone Number Fax Number Website

3. ASSISTANT TRAINER DATA:

Notices for Assistant Trainers must include the following:

- **Proof of age (minimum age 21 years).**
- **Resume** outlining education and experience. **Note: A resume is not considered proof of education or experience.**
- **College Transcript(s)** - Documenting four (4) year degree from an accredited college or university, or documentation of two (2) years of experience in a related field which may be substituted for each single year of college.
- **Proof of Experience** - Documentation (verification must be on letter-head from employer/agency) documenting a minimum of one (1) year of experience with an investigative company or proprietary entity, or with any federal, United States military, state, county or municipal law enforcement agency, refer to **TCA 62-26-226(a).**

NOTICE, AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

I, the undersigned applicant, do hereby authorize the *Tennessee Department of Commerce and Insurance, Division of Regulatory Boards, Private Investigation and Polygraph Commission* to procure a consumer report and/or investigative consumer report on me. I understand that this authorization and release shall be valid for subsequent consumer and/or investigative consumer reports during my period of certification, licensure or registration by this agency for the purpose of investigating my credit references, and any workplace misconduct or criminal activity for which I am alleged to have been involved in.

These above-mentioned reports may include, but are Not limited to, information as to my character, general reputation, and personal characteristics, discerned through employment and education verifications, personal references, personal interviews, my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to the Tennessee Department of Commerce and Insurance, including but Not limited to any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I understand that any false statement(s) and/or misrepresentation(s) given by me on this application or on any attachments will be punishable under **Tennessee Code Annotated § 62-26**. Therefore, I certify that all answers, statements, and information given herein and on any attachments, are true and correct to the best of my knowledge and belief.

(Signature of Applicant)

Subscribed and sworn to, before me on this _____ day of _____, 20_____

[NOTARY SEAL]

(Signature of Notary Public)

My commission expires: _____

I HAVE ENCLOSED:

- The Required Application** completed in its entirety and sworn to before a Notary Public.
- Application Fee/Certification Fee** in accordance with **Administrative Rule 1175-0-3-.02**
- Documents Verifying Experience:** In accordance with **Tenn. Code Ann. §62-26-226(a)(2)** and **Administrative Rule 1175-0-3-.03.**
- A Resume** outlining education and experience in accordance with **Administrative Rule 1175-3-.03(1)(c)**
- College Transcripts** documenting **four (4) year degree.**
- Name and qualifications of assistant trainer(s):** in accordance with **Administrative Rule 1175-3-.04.**



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PRIVATE INVESTIGATOR CERTIFIED TRAINER APPLICATION INSTRUCTIONS

PLEASE REMOVE THIS PAGE BEFORE SUBMITTING APPLICATION - RETAIN THIS INFORMATION FOR YOUR RECORDS

APPLICATION FEE: \$150.00 (MUST BE SUBMITTED WITH APPLICATION)
CERTIFICATION FEE: \$250.00 (SUBMITTED WITH APPLICATION OR UPON NOTICE OF APPROVAL)
TOTAL FEE: \$400.00

Before proceeding, review the Tennessee Private Investigators Licensing and Regulatory Act and Administrative Rules. It is your responsibility to know and understand the laws and rules regulating private investigators in the State of Tennessee.

APPLICANTS MUST SUBMIT:

- Application completed in its entirety.
- Application subscribed and sworn to by the applicant before a duly appointed Notary Public.
- Application Fee of \$150.00 (application will **NOT** be processed without the required fee).
- Copy of Tennessee Private Investigator License.
- Resume outlining education and experience. **Note: A resume is required, but is not considered proof of education or experience.**
- College Transcript(s) Documenting four (4) year degree from an accredited college or university.
- Proof of Experience Documentation (verification must be on letter-head from employer/agency) stating a minimum of three (3) years supervisory experience satisfactory to the Commission with an investigative company or proprietary entity, or with any federal, United States military, state, county or municipal law enforcement agency, refer to **TCA 62-26-226(a)**.
- **Proof that you are personally qualified to conduct the training.**

Assistant Trainer Nominations

- Name and Qualifications of Assistant – If you intend to appoint an assistant in the implementation of your training program refer to **Administrative Rule 1175-3-.04** (attach notice of appointment).
- **Assistant Trainers** must be qualified in his/her field of instruction by educational background or work experience, and must be of good moral character.
- **Notices for Assistant Trainers must be on your agency letterhead, and should include the following:**
- **Proof of age (minimum age 21 years).**
- Resume outlining education and experience. Note: A resume is not considered proof of education or experience.
- College Transcript(s) Documenting four (4) year degree from an accredited college or university, or documentation of two (2) years of experience in a related field may be substituted for each single year of college.
- Proof of Experience Documentation (verification must be on letter-head from employer/agency) stating a minimum of one (1) year of experience with an investigative company or proprietary entity, or with any federal, United States military, state, county or municipal law enforcement agency, refer to **TCA 62-26-226(a)**