

PRIVATE DETECTIVE ACT  
APPLICATION REQUIREMENTS  
22 P. S. § 14 (Private Detective Act of 1953)

Any person applying for a private detective license must submit an application to the Erie County District Attorney, c/o Chief of Detectives at the below referenced address.

Only the following persons may apply for such license:

If a partnership, at least one member must have been employed in the following capacity:

- Regularly employed as a detective.
- Member of a United States government investigative service.
- A sheriff.
- Member of the Pennsylvania State Police.
- Member of a city police department holding the rank above patrolman for a period of not less than three years.

Any applicant who has been convicted of any **FELONY** or **ANY** of the following offenses **FAILS** to qualify for a license:

- Illegal use, carrying or possessing a pistol or other dangerous weapon;
- Making or possessing burglar's instruments;
- Buying or receiving stolen property;
- Unlawful entry of a building;
- Aiding escape from prison;
- Possession or delivery of a controlled substance;
- Picking pockets or attempting to do so;
- Soliciting any person to commit sodomy or other lewdness;
- Recklessly endangering another person;
- Making terrorist threats; or
- Committing simple assault

The application **must** be typed written and **must** include the following information:

- a. The full name of the applicant.
- b. Age of applicant/birth date and social security number.
- c. Address of applicant.
- d. Present occupation and business address.
- e. Citizenship.
- f. Business address of detective business.
- g. Statement relative to any past arrest of applicant.
- h. Training and education.
- i. Employment history including dates.

You then must submit five individually notarized statements from individuals not related to the applicant. This statement must state the honesty, character, and competency of the applicant. The persons submitting this notarized statement must include their name and address and phone number with the statement.

Two personal fingerprint cards must be completed by a police department. The Clerk of Courts will furnish blank fingerprint cards upon request. The applicant must furnish **a check in the amount of \$17.50 payable to the “Commonwealth of Pennsylvania”** along with the completed fingerprint cards. This fee is required by the Pennsylvania State Police Central Repository in order to process the fingerprint card. The Clerk of Courts will forward the fingerprint card along with the required fee to the Pennsylvania State Police for a criminal record check.

If the applicant will carry a lethal weapon in employment, proof of a current and valid certification under the “Lethal Weapons Training Act” must also be submitted to the Court.

Included in the application must be two passport photographs. A check for \$300.00 must be made payable to the Erie County Clerk of Courts for a corporate detective agency license or a check for \$200.00 for an individual private detective license [Initial license issued for two (2) years, license renewal period is five (5) years].

Proof of corporate bonding from an insurance carrier in the amount of \$10,000.

Upon completion all materials are to be mailed to:

Chief County Detective

Erie County District Attorney

140 West Sixth Street

Erie, Pennsylvania 16501

#### RESPONSIBILITIES FOLLOWING ISSUANCE OF A LICENSE

Any holder of license certificate shall, prior to the employment of any individual, execute a verified statement hereinafter known as an “employee’s statement.” Upon verification of an “employee’s statement” the holder of a license certificate shall cause two (2) sets of fingerprint cards of such individual to be recorded. A check in the amount of \$17.50 and made payable to the “Commonwealth of Pennsylvania” is required by the Pennsylvania State Police Central Repository in order to process the fingerprint card. The Clerk of Courts will forward the fingerprints to the Pennsylvania State Police for a criminal record check. If the employee will carry a lethal weapon as an incident with employment, proof of a current and valid certification must also be submitted with the “employee’s statement” to the Clerk of Courts.