

**Professional Licensing Agency**  
 402 West Washington Street  
 Room W072  
 Indianapolis, IN 46204



**Eric J. Holcomb**  
 Governor of Indiana  
**Lindsay M. Hyer**  
 PLA Executive Director

**Private Investigator Firm and Security Guard Agency Renewal Form**

Renew online at [MyLicense.IN.gov](http://MyLicense.IN.gov). Registration codes were provided in the renewal notices either emailed or mailed to each facility. To renew by mail, please complete this document and submit it with the renewal fee of \$300.00 and the required documentation as listed below, allowing 4 weeks for processing. Make check or money order payable to 'Indiana Professional Licensing Agency'. If this document is postmarked after expiration, you must include a \$50 late fee. If you answer 'Yes' to questions 1 or 2 below send a detailed statement regarding the response with your renewal form. If you answered 'No' to question 3 or 4, be advised that compliance with the laws regarding insurance and criminal background checks is required before your license can be renewed.

<b>LICENSEE INFORMATION: Update address, if needed, and provide a current phone number and email address</b>			
Firm Name	License Number	Expiration Date	Renewal Fee
Street Address			
City	State	Zip Code	
Phone Number	Email Address		
<b>QUESTIONS</b>			
1. Since you last renewed, and except for minor violations of traffic laws resulting in fines and arrests or convictions that have been expunged by a court, has the qualifier been arrested, entered into a diversion agreement, been convicted of, pled guilty to, or pled nolo contendere to any offense, misdemeanor, or felony in any state or U.S. territory?			YES NO
2. Since you last renewed, has the license of the qualifier, any employee, or independent contractor associated with this Firm or Agency been subject to disciplinary action in any state or U.S territory or are disciplinary charges pending on a license?			YES NO
3. Pursuant to 874 IAC 1-1-4, have you obtained a limited criminal background check required to renew this license?			YES NO
4. Pursuant to IC 25-30-1-15 & IC 25-30-1.3-16, do you have a current certificate of insurance that is required for you to maintain a license in Indiana?			YES NO
<b>LICENSEE AFFIRMATION</b>			
I hereby swear or affirm under the penalties of perjury that I understand and have met the requirements for renewal, understand the Private Investigator and Security Guard Licensing Board statutes and rules, and have answered the questions true to the best of my knowledge.			
Signature of Qualifier		Date (month, day, year)	

**Required Documentation:** If we do not receive the required or correct documentation your renewal application may be denied.

- (1) Limited Criminal Background Check for the 4 preceding years or duration. The background checks must be completed at the state level. Third party background checks will not be accepted.
- (2) Certificate of insurance or other "evidence of financial responsibility" detailing limited liability insurance with a minimum of \$100,000 and meets board requirements. If insurance is due to expire prior to license expiration a certificate detailing the next policy coverage period must be submitted.

Visit us on the web at [www.pla.in.gov](http://www.pla.in.gov).

*If you hold more than one license type, please ensure you submit separate renewal forms, fees, and documents for each license.*

<b>FOR OFFICE USE ONLY</b>		
Renewal Fee	Receipt No.	Date