

**RENEWAL LICENSE FOR PRIVATE INVESTIGATORS OR SECURITY GUARDS**  
**Chapter 30, Article 18 of the WV Code**

**STATE OF WEST VIRGINIA**  
NATALIE E. TENNANT  
SECRETARY OF STATE  
BUILDING 1, SUITE 157-K  
1900 KANAWHA BOULEVARD EAST  
CHARLESTON, WV 25305

Please include the following with your renewal application for private investigator or security guard license:

1. A completed renewal application.
2. See attachment for new [fingerprint procedures](#).
3. An original bond continuation certificate or valid surety bond with raised embossed seals.
4. A copy of your current business registration certificate issued by the West Virginia State Tax Department. (If you are not currently conducting business in West Virginia, you must submit a notarized statement attesting to that.)
5. **Non-Resident Application:** Out-of-State applicants who are obtaining a firm license must submit a certificate of existence or certificate of good standing from the Secretary of State's Office in their home state in which they are formed.
6. Include two (2) passport size photos taken within the last year.
7. A check (payable to West Virginia Secretary of State) or money order for your renewal fee:

**West Virginia Resident Application:**

Individual - \$150, Combined Individual - \$250, Firm - \$250, Combined Firm - \$450

**Non-Resident Application:**

Individual - \$550, Combined Individual - \$1050, Firm - \$550, Combined Firm - \$1050

8. Each **firm must submit a list of employees** who are working in West Virginia. This list must include the employee's name, address, birth date and social security number. Your application will not be processed until we receive this information.

*If you have any questions concerning your renewal, please contact the licensing division of the Secretary of State's office at (304) 558-6000 or 1-866-SOS-VOTE.*



4. Name and address of any sub agency, office or branch office for which renewal is requested:

\_\_\_\_\_

\_\_\_\_\_

5. If a firm, the name of the individual whose qualifications are presented to meet the experience/education requirements of WV Code, 30-18-2(1):[Qualifying Agent] \_\_\_\_\_

***\*\*Note that if firm changes their current qualifying agent a complete application must be submitted for the new qualifying agent. License cannot be renewed until the new qualifying agent is approved.***

6. Has the applicant or any officer, partner or employee been charged, indicted, arrested or convicted of any criminal offenses against the United States or the laws of this State or of any State or territory during the last year? \_\_\_\_\_  
If yes, where and what offense \_\_\_\_\_

\_\_\_\_\_

7. Has the applicant or any officer, partner or employee been a patient in a public or private mental hospital within the last year? \_\_\_\_\_ If yes, where? \_\_\_\_\_

\_\_\_\_\_

**I, hereby certify that all answers and statements given herein are true and complete without reservations of any kind. It is understood that all facts contained in this application are open to thorough investigation.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Individual or Officer**

\_\_\_\_\_  
**Title of Officer**



