

LICENSE RENEWAL INFORMATION

Renewal Application FILING FEE: \$12.50

INDIVIDUAL
LICENSE TERMS & FEES

2 Years = \$200.00
5 Years = \$500.00

BUSINESS
LICENSE TERMS & FEES

2 Years = \$300.00
5 Years = \$750.00

THE RENEWAL FORM CAN BE MAILED TO THE COURTHOUSE with check/money order at:

Stout Center for Criminal Justice
1301 Filbert Street, Room 310 A
FJD-OJR Private Detective Unit
ATTN: Lisa Goffe
Philadelphia, PA 19107

OR

FILE IN PERSON

On the 2nd Floor, MOTIONS Counter/Unit
(Pay filing fee either by check, money order or debit/credit card)

*Make check or money order **PAYALBE TO:**
"Office of Judicial Records"*

After your Renewal Application has been filed, processed and approved, you will be contacted via telephone to discuss the final documents exchange between you and the FJD-OJR Private Detective Unit.

Once you are notified and prior to coming in you will need to purchase a NEW Surety Bond (\$10,000.00), which must reflect the length of the new licensure term (2 or 5 years).

Please NOTE that any other start and/or expiration date **OTHER THAN the **ORIGINAL DATE** the Court Order was signed by the Judge that is on a NEW Surety Bond will **NOT** be accepted. The Begin/Start **YEAR** and **EXPIRATION YEAR** will be the **ONLY CHANGES** concerning the **DATE** of your Renewed Private Detective Gold Seal Certificate.*

When you come in to get the new certificate, you will need to bring with you the following:

- The expired certificate with the Gold Seal
- The ORIGINAL & NEW Surety Bond
- The fee for the new license listed above (check/money order made payable to "OFFICE OF JUDICIAL RECORDS")
- 2 Recent & Color PASSPORT SIZED Photos
- **NOTE: The final documents listed here may also be mailed in rather than having an in person visit.*