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***PRIVATE DETECTIVE GUIDE FOR  
FIRST TIME INDIVIDUAL OR COMPANY APPLICANTS***

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- 1) Read the Private Detective Act of 1953, especially the qualifications in Section 14. This document contains important information about the business that you plan to operate and is available on your “google” search engine.
- 2) The “Application for Private Detective License” is about the person applying for a license and must contain the following information:

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***NAME***

***HOME ADDRESS***

***DATE OF BIRTH***

***TELEPHONE NUMBER***

***PLACE OF BUSINESS***

***COMPANY NAME & ADDRESS, IF TRADING UNDER A COMPANY NAME***

***EMPLOYMENT HISTORY***

***POSITIONS AND DATES OF POSITION HELD***

***DESCRIPTION OF DUTIES***

***ANY CERTIFICATES OR TRAINING CERTIFICATION MUST BE ATTACHED TO THE  
PETITION***

***FIVE NOTARIZED STATEMENTS FROM INDIVIDUALS OTHER THAN FAMILY  
MEMBERS, TWO OF THE NOTARIZED STATEMENTS MUST REFER TO YOUR  
QUALIFYING WORK EXPERIENCE AS STATED IN THE PRIVATE DETECTIVE ACT.***

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- 3) The application/petition must be taken to the Criminal Justice Center (CJC) located at 1301 Filbert Street, Second Floor, Motions Unit Counter. The filing fee is \$12.50 made payable to **“Office of Judicial Records”**.
- 4) If the filing is accepted by the motion clerk, a hearing date will be scheduled 60 days out from the date of the filing of the application/petition. During this time, the District Attorney’s Office will perform an investigation of the facts as stated in your application/petition. The District Attorney’s Office is responsible for the enforcement of the Private Detective Act.
- 5) After filing the application/petition, you will proceed to the Office of Judicial Records in Room 310B in the Criminal Justice Center. You must bring a certified check, cashier’s check or money order in the amount of \$17.50 for each individual on the application/petition and needs to be made payable to the **“Commonwealth of Pennsylvania”** for the fingerprint cards. Each applicant/petitioner will receive 4 fingerprint cards.
- 6) After you receive the fingerprint cards, you must proceed to the Philadelphia Police Administration Building (Records & Identification Unit) at 8<sup>th</sup> & Race Streets to have your photograph and fingerprints taken.
- 7) The Police Identification Unit will send the fingerprint cards, photos, and the result of the fingerprint investigation to the Office of Judicial Records. The OJR office will send the PA State Police a fingerprint card & photo along with the check you submitted for \$17.50. The OJR office will send to the District Attorney’s Office a set of fingerprint cards, 2 photos, and a copy of the Police Identification fingerprint investigation results. The State Police will also perform a background investigation using the fingerprint cards and send their results to the Office of Judicial Records.
- 8) On the date of your court hearing, you will be approved, denied, or continued for further investigation by the District Attorney’s Office. You **MUST** appear for your court hearing, otherwise, your Application/Petition will be dismissed.
- 9) If the Application/Petition is approved, the Office of Judicial Records will notify you by telephone and remind you to obtain a **\$10,000 Detective Bond** from a bonding company. The date on the Bond **MUST** reflect the same date of when your application/Petition was granted and the name on the Bond **MUST** be the same as the name on the application/petition. **DO NOT OBTAIN YOUR DETECTIVE BOND UNTIL YOUR APPLICATION/PETITION HAS BEEN GRANTED.**
- 10) You must pay a City of Philadelphia filing fee. The fees are listed below.

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***\$200.00 for an Individual PI License***

***\$300.00 for a Corporation PI License***

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Payments are accepted via cash, credit card or check. If paying by check, it is to be made out to the **“Office of Judicial Records”**

11) When your license is ready, the Office of Judicial Records will call you and set up an appointment for you to come in to pick up your license. Once the appointment is scheduled, you will come to the Criminal Justice Center, Room 310B. You will need to bring the following information with you.

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***FILING FEE PAYMENT (EITHER \$200.00 OR \$300.00)***

***DETECTIVE BOND (REFLECTING THE GRANTED APPLICATION/PETITION DATE) AND THE CORRECT NAME.***

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The Office of Judicial Records will then issue the following to you:

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***NEW PRIVATE DETECTIVE LICENSE***

***\*\*\*\*The new license and the bond period is for two (2) years from the date the license was granted\*\*\*\****

***COPY OF YOUR BOND***

***RECEIPT OF PAYMENT***

***ID INFORMATION SHEET***

***A RENEWAL FORM (EITHER INDIVIDUAL OR COMPANY)***

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12) Your Private Detective ID cards are processed through the District Attorney's Office. Once they are returned to the Office of Judicial Records, you will be called to come pick up the ID card or it can be placed in the mail, whichever you prefer.

THE OFFICE OF JUDICIAL RECORDS OFFERS THESE GUIDELINES TO ASSIST YOU IN THE PROCESS OF FILING FOR A PRIVATE DETECTIVE LICENSE. IF THERE ARE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT LISA GOFFE IN THE OFFICE OF JUDICIAL RECORDS, 310B, CRIMINAL JUSTICE CENTER AT (215) 683-7711 OR BY EMAIL AT [LISA.GOFFE@COURTS.PHILA.GOV](mailto:LISA.GOFFE@COURTS.PHILA.GOV). YOU CAN ALSO CONTACT MARC SCHADE IN THE PHILADELPHIA DISTRICT ATTORNEY COUNTY DETECTIVE) AT 215-686-8763 OR BY EMAIL AT [SYLVIA.MORALES@PHILA.GOV](mailto:SYLVIA.MORALES@PHILA.GOV).