



New York State  
DEPARTMENT OF STATE  
Division of Licensing Services  
P.O. Box 22001  
Albany, NY 12201-2001

Customer Service: (518) 474-4429  
www.dos.state.ny.us

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## **Private Investigator, Bail Enforcement Agent, or Watch, Guard or Patrol Agency Branch Office Application**

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*Please take the time to read the instructions in this package carefully before beginning the application form. Incomplete forms will be returned, delaying licensure. Any omission, inaccuracy or failure to make full disclosure in an application may be deemed sufficient reason to deny a license or could result in the suspension or revocation, if one is issued.*

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### **When would I file a Private Investigator, Bail Enforcement Agent, or Watch, Guard or Patrol Agency Branch Office Application?**

You would file an application only if you are a licensed Private Investigator, Bail Enforcement Agent, or Watch, Guard or Patrol Agency and wish to operate a branch office in addition to your principal place of business. The use of a post office box number as a business address is prohibited.

### **What address is a branch office license mailed to?**

Branch office licenses are mailed to the branch office address. You must notify the local post office of your name and the exact location of your branch office.

### **Do PI/BEA/WGP entities need to be bonded or have insurance?**

Yes. Each private investigator and watch, guard or patrol agency branch office application must be accompanied by a surety company bond in the penal sum of \$10,000; \$500,000 for bail enforcement agent. You are responsible for maintaining the comprehensive general liability coverage that is required for your business if you employ security guards for the full term of any license that is issued by this department.

### **What is the application fee?**

#### **Private Investigator and Bail Enforcement Agent:**

Individual – \$400  
Partnership or Corporation – \$500  
Trade Name – \$500

#### **Watch, Guard or Patrol Agency:**

Individual – \$300  
Partnership or Corporation – \$400  
Trade Name – \$400

### **What forms of payment do you accept?**

You may pay by check or money order made payable to the Department of State or charge any fee to MasterCard or Visa, using the enclosed credit card authorization form. Do not send cash. **Application fees are nonrefundable.** A \$20 fee will be charged for any check returned by your bank.

#### **PRIVACY NOTIFICATION**

### **Do I need to provide my Social Security and Federal ID numbers on the application?**

Yes. The Department of State is required to collect the federal Social Security and Employer Identification numbers of all licensees. The authority to request and maintain such personal information is found in §5 of the Tax Law and §3-503 of the General Obligations Law. Disclosure by you is mandatory. The information is collected to enable the Department of Taxation and Finance to identify individuals, businesses and others who have been delinquent in filing tax returns or may have underestimated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. It will be used for tax administration purposes and any other purpose authorized by the Tax Law and may also be used by child support enforcement agencies or their authorized representatives of this or other states established pursuant to Title IV-D of the Social Security Act, to establish, modify or enforce an order of support, but will not be available to the public. A written explanation is required where no number is provided. This information will be maintained in the Licensing Information System by the Director of Administration and Management, at One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231-0001.

