

# Private Investigator Walk-In Examination

## *Exam Procedures (July - December 2019)*

You can register for the exam at the test center, on the day of the exam. Refer to the schedule below to find the most convenient location, date and time for you to take an upcoming exam.

Seats are limited and assigned on a first-come/first-served basis. **If you are late, you will not be admitted into the exam.**

### ***What To Bring***

1. A form of government issued signature identification which must be photo-bearing. Your identification **MUST BE CURRENT** (not expired) and from the following list:
  - Driver's license
  - State issued identification (ex. non-driver ID)
  - Military ID
  - United States Passport
  - Employment Authorization Card (issued by U.S. Citizenship and Immigration Services)
  - United States INS issued ID
  - Certificate of US citizenship
  - Foreign Passport
  - IDNYC (NYC Resident ID card)
  - Brazilian, Mexican, Honduran or Ecuadorian Consular ID
2. \$15 examination fee. You may pay by check or money order made payable to the Department of State or charge the fee to MasterCard or Visa. **Cash will not be accepted.** Examination fees are nonrefundable. A \$20 fee will be charged for any returned check.

### ***Test Center Policies***

Cellular phones, beepers and any other electronic devices **MUST** be turned off during the exam.

Dictionaries, books, other reference materials, large bags and briefcases are not allowed at the test center. Do not bring these materials to the test center as there is no place to store them.

Eating, drinking or smoking is not permitted at the test center. If you bring food or beverages, you will be asked to dispose of them before entering the test center.

Visitors, guests and children are not permitted at the test center.

**Any person found using notes, books, or other aids; giving or receiving help; removing examination materials or notes from the test center; causing a disturbance or engaging in practices contrary to the rules of proper examination conduct will be dismissed from the test center. Any decisions regarding disciplinary measures will be made by the Exam Supervisor at the Department of State.**

### ***Score Reporting***

All exam results are reported as either **passed** or **failed**; you will not get a numerical score.

You will be notified by mail as soon as your exam results are available.

**If you pass** the written exam, you will receive a notice in the mail. That original notice (not a copy) must be submitted with your application form, license fee, etc. (Complete application details are provided in the application form instructions.)

**If you fail** the written exam, you will receive a notice in the mail. You may retake the written exam on another date and time of your choice.

**Examination results are only valid for a period of two years.**

### ***About the Exam***

The exam is multiple choice.

**Exam topics include:** license law; penal and criminal procedure law; investigative techniques; supervision; restrictions; interpreting written material; and report writing.

Applicants will be allowed **2½ hours** to complete the test. The allotted time begins at the conclusion of the instructions.

This exam is offered in the following languages: Spanish, Haitian-Creole, Italian, Korean, Russian and Chinese.

If you wish to take the exam in one of these languages, please notify an exam proctor when you report for the test center.

## Walk-In Examination Schedule

July – December 2019

Private Investigator

Test sites and times are subject to change and exams may be canceled due to weather conditions or other emergencies. If hazardous weather conditions exist in your area, you may check the Department of State's Facebook ([facebook.com/NewYorkDepartmentOfState/](https://www.facebook.com/NewYorkDepartmentOfState/)) and Twitter (@NYSDOS) accounts or call 518-474-4429 to see if an exam has been canceled. **Please do not call the test centers listed below.**

If you need assistance or exam information, you may contact a Division of Licensing Services office in your area or call the Albany phone center at 518-474-4429. TDD users may contact the New York State relay operator at 1-800-662-1220. Persons with disabilities who require accessibility information may call 518-474-4429.

**No one will be admitted to an examination after the specified starting time.**

**On the following MONDAYS at 9:30 a.m.**

July 8	August 5	September 9	October 7	November 4	December 2
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**at these locations:**

### **ALBANY – ALBANY COUNTY**

**(Alfred E. Smith State Office Building)**

80 South Swan Street  
Albany, New York 12239

**Note:** Located at the corner of Washington Avenue and South Swan Street

### **BINGHAMTON – BROOME COUNTY**

**(State Office Building)**

44 Hawley Street, 15<sup>TH</sup> Floor  
Binghamton, NY 13901

### **BUFFALO – ERIE COUNTY**

**(State Office Building)**

65 Court Street, Main Floor, Hearing Room, Part 5  
Buffalo, NY 14202

### **FRANKLIN SQUARE – NASSAU COUNTY**

**(VFW Hall)**

68 Lincoln Road, Basement  
Franklin Square, NY 11010

**Note:** N6 Bus Route on Hempstead Turnpike

**From the East:** take the Southern State Parkway to Exit 16N, Franklin Avenue.

**From NYC/West:** take the Cross Island Parkway South to the Southern State Parkway East. Take Exit 15, Franklin Avenue, turn left at the 2nd light onto Franklin Avenue.

**On Franklin Avenue.:** turn right onto Hempstead Turnpike and go 5 blocks. Turn left onto Lincoln Road (7-Eleven on corner). The VFW Hall and parking lot are on the right.

### **HAUPPAUGE – SUFFOLK COUNTY**

**(Perry Duryea State Office Building)**

250 Veterans Memorial Highway  
Basement Conference Room  
Hauppauge, NY 11788

**Note:** Building sits back off highway. Look for the green sign near the road.

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**On the following MONDAYS at 9:30 a.m. *Continued***

<b>July</b> 8	<b>August</b> 5	<b>September</b> 9	<b>October</b> 7	<b>November</b> 4	<b>December</b> 2
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**at these locations:**

**NEW YORK CITY – NEW YORK COUNTY**

123 William Street, 2nd Floor  
New York, NY 10038

**Note:** Enter doors to the left of the main lobby doors and take escalator to 2<sup>nd</sup> floor.

**POMONA – ROCKLAND COUNTY**

**(Rockland County Fire Training Center)**  
35 Firemen's Memorial Drive  
Pomona, NY 10970

**ROCHESTER – MONROE COUNTY**

**(Finger Lakes DDSO)**  
620 Westfall Road  
Rochester, NY 14620

**Note:** Take NYS Thruway to Exit 46, take 390 North to Exit 16, turn right on East Henrietta Road, turn right at 2nd traffic light onto Westfall Road, Finger Lakes DDSO is on left. Park in lot on right. **DO NOT ENTER THROUGH MAIN LOBBY.** Look for Sign, "New York State Testing."

**SYRACUSE – ONONDAGA COUNTY**

**(State Office Building)**  
333 East Washington Street, Main Floor, Hearing Room A  
Syracuse, NY 13202

**UTICA – ONEIDA COUNTY**

**(State Office Building)**  
207 Genesee Street, 1<sup>st</sup> Floor, Room 107  
Utica, NY 13501

**On the following TUESDAYS at 9:30 a.m.**

<b>July</b> 9	<b>September</b> 10	<b>November</b> 12
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**at this location:**

**PLATTSBURGH – CLINTON COUNTY**

**Clinton Community College – George Moore Building/Main Building**  
136 Clinton Point Drive, Room 105M  
Plattsburgh, NY 12901

**Note: From North:**

Take I-87 South, take Exit 36, following signs to college, turn left onto Route 22, turn left onto South Junction Road. At the end of South Junction Road, turn left onto Route 9. CCC is approximately 2 miles on the right.

**From South:**

Take I-87 North, take Exit 35, following the signs, turn right onto Bear Swamp Road (Route 442), follow to end and turn left onto Route 9. CCC is approximately 3 miles on the right.

**From West:**

Take Route 11 heading east, take I-87 South, take Exit 36, following signs to college, turn left onto Route 22, turn left onto South Junction Road. At the end of South Junction Road, turn left onto Route 9. CCC is approximately 2 miles on the right.

*Remember that you must bring the \$15 dollar examination Fee. Arrive early and bring your photo ID.*