

**INSTRUCTIONS FOR FILING AN APPLICATION FOR A CERTIFICATE TO
CONDUCT AN AGENCY UNDER THE PRIVATE DETECTIVE, PRIVATE ALARM,
PRIVATE SECURITY, FINGERPRINT VENDOR AND LOCKSMITH ACT**

SOLE PROPRIETORSHIP ONLY

1. Forward a fee of \$500 made payable to the Department of Financial and Professional Regulation in the form of a check or money order. This fee is not refundable.
2. Your individual license must be current, as noted in **BOX 5**.
3. Submit original assumed name document filed in the county where d/b/a is registered, if applicable.

PARTNERSHIP ONLY

1. Forward a fee of \$500 made payable to the Department of Financial and Professional Regulation in the form of a check or money order. This fee is not refundable.
2. ALL partners must hold a current license in this State with the same profession prefix.

CORPORATION ONLY

1. Forward a fee of \$500 made payable to the Department of Financial and Professional Regulation in the form of a check or money order. This fee is not refundable.
2. Attach the following documents which correspond to your application:
 - A. Illinois Corporations—A copy of the Articles of Incorporation.
 - B. A Certificate of Good Standing issued by the Illinois Secretary of State within the previous 60 days.
 - C. A listing of the officers and directors of the corporation, including license numbers.
 - D. Foreign Corporations (Those incorporated outside of Illinois) — A copy of the Articles of Incorporation and a copy of the Application of Authority to conduct business in Illinois, as issued by the Illinois Secretary of State.
 - E. If a d/b/a is used, attach a copy of the assumed name document, as issued by the Illinois Secretary of State.
3. At least one officer or executive employee must hold a current certificate of registration in this State. The licensed officer or executive employee shall be responsible for the activities of the agency.

PROFESSIONAL LIMITED LIABILITY COMPANY

1. Forward a fee of \$500 made payable to the Department of Financial and Professional Regulation in the form of a check or money order. This fee is not refundable.
2. Attach a copy of the Articles of Organization, with a purpose clause specific to the profession.
3. A Certificate of Good Standing issued by the Illinois Secretary of State within the previous 60 days.
4. A listing of the members of the professional limited liability company and their license numbers, if applicable.
5. At least one officer or executive employee must hold a current certificate of registration in this State. The licensed officer or executive employee shall be responsible for the activities of the agency.

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LOCKSMITH AGENCIES (submit a signed and dated statement which includes the following information)

1. Verifies that the address of record as listed in box 1 of the application is, or will be, used to conduct the locksmith agency business.
2. A list of all trade or business names used by the licensee.
3. The name of the owner or operator.
4. The address(es) of record of the corporate officers.

FINGERPRINT VENDOR AGENCIES (include the following with the application)

1. Submit proof of device identification numbers on Supporting Document **FPV-DI**.
2. Submit a copy of the Certification Letter issued by Illinois State Police which shows that the fingerprinting equipment, being utilized as referenced on the FPV-DI form, and software meets all specifications of the Illinois State Police.

GOVERNMENT ENTITY ONLY

1. Forward a fee of \$500 made payable to the Department of Financial and Professional Regulation in the form of a check or money order. This fee is not refundable.
2. Include a statement on business letterhead referencing a government entity is applying where no filing with the Illinois Secretary of State is in place.

