



IDFPR
Illinois Department of
Financial and Professional Regulation
Division of Professional Regulation

QUALIFICATIONS FOR LICENSURE:

PRIVATE DETECTIVE

(115)

Effective Date: 12/2024

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READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions at <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.
- Applicants for licensure are required to provide proof of coverage under a commercial general liability insurance policy, with proof of a minimum of \$1,000,000 of liability insurance.

LICENSE QUALIFICATIONS

Examination based on education and experience:

Baccalaureate degree, or higher, in law enforcement or a related field or a business degree from an accredited college or university shall be given credit for 2 of the 3 years of required experience.

Experience needed with Baccalaureate Degree:

- One (1) year experience out of the five (5) years immediately preceding examination application working full-time for a licensed private detective agency as a registered private detective employee or as a full-time investigator for a licensed attorney; for an in-house investigative unit for a corporation having 100 or more employees or for any of the armed forces of the United States; Submit supporting Document [VE-DET](#) attesting to this experience.
- One (1) year experience out of the five (5) years immediately preceding examination application employed as a full-time investigator in a law enforcement agency of the federal government, a state, or a state political subdivision, which shall include full-time experience as an investigator with a state's attorney's office or a public defender's office thereof, approved by the Department. (In the case of military police experience, applicants must submit a copy of DD214). Submit supporting Document [VE-DSC](#) attesting to this experience.

- In lieu of the experience requirement referenced above, alternative experience may be accepted working full-time for a private detective agency licensed in another state or for a private detective agency in a state that does not license such agencies if the experience is substantially equivalent to that gained working for an Illinois licensed private detective agency. Submit supporting Document [VE-DSC](#) attesting to this experience.

Associate degree in law enforcement or in a related field or in business from an accredited college or university shall be given credit for 1 of the 3 years of required experience.

Experience needed with associate degree:

- Two (2) years' work experience out of the five (5) years immediately preceding examination application working full-time for a licensed private detective agency as a registered private detective employee or as a full-time investigator for a licensed attorney; for an in-house investigative unit for a corporation having 100 or more employees or for any of the armed forces of the United States; Submit supporting Document [VE-DET](#) attesting to this experience.
- Two (2) years' experience out of the five (5) years immediately preceding examination application employed as a full-time investigator in a law enforcement agency of the federal government, a state, or a state political subdivision, which shall include full-time experience as an investigator with a state's attorney's office or a public defender's office thereof, approved by the Department. (In the case of military police experience, applicants must submit a copy of DD214). Submit supporting Document [VE-DSC](#) attesting to this experience.
- In lieu of the experience requirement referenced above, alternative experience may be accepted working full-time for a private detective agency licensed in another state or for a private detective agency in a state that does not license such agencies if the experience is substantially equivalent to that gained working for an Illinois licensed private detective agency. Submit supporting Document [VE-DSC](#) attesting to this experience.
- If you have completed a non-degree military training program in law enforcement or a related field, credit shall be given for one (1) of the three (3) years of required experience if it is determined that such training is substantially equivalent to that received in an associate degree program.

Examination - Based on Experience

Experience:

- Three (3) years' work experience out of the five (5) years immediately preceding application working full-time for a licensed private detective agency as a registered private detective employee; as a full-time investigator for a licensed attorney; for an in-house investigative unit for a corporation having 100 or more employees or for any of the armed forces of the United States. Submit supporting document [VE-DET](#) if you are attesting to this experience.
- Three (3) years' work experience out of the five (5) years immediately preceding application employed as a full-time investigator in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as an investigator with a state's attorney's office or a public defender's office thereof, approved by the Department. (In the case of military police experience, applicants must submit a copy of DD214). Submit supporting Document [VE-DSC](#) attesting to this experience.
- In lieu of the experience requirement referenced above, alternative experience may be accepted working full-time for a private detective agency licensed in another state or for a private detective agency in a state that does not license such agencies if the experience is substantially equivalent to that gained working for an Illinois licensed private detective agency. Submit supporting Document [VE-DSC](#) attesting to this experience.
- For applicants utilizing the experience as referenced in Section 15-10(c) where proof of canine odor detection services for hire since January 1, 2005, is required, the following shall be included: A completed [VE-CAN](#) form to document work experience in canine odor detection services since January 1, 2005; and Certified copies of a minimum of three canine odor detection services contracts prior January 1, 2005.

REQUIRED SUPPORTING DOCUMENTS

This section details the necessary documentation you will be asked to provide during the application process. Please do not begin an application until you are prepared to submit all documentation.

- An Official Transcript showing degree/certificate earned and date of completion or Certification of Education ([ED-](#)). This form must be completed by a school official or have school seal affixed. If school has no seal the supporting document must be notarized.
- [VE-DET](#)-Supporting Document attesting to type and years of experience.
- [VE-DSC](#)-Supporting Document attesting to type and years of experience.
- [VE-CAN](#)-Supporting document attesting to type and years of experience.
- FINGERPRINT Receipt with TCN or peace officer [VE-PEC](#) form.
 - Fingerprints must be taken within 60 days from the date that the application is submitted to the Department or the Department's testing vendor. A list of licensed Illinois Fingerprint Vendors can be found [here](#). Further instructions on how to complete this requirement can be found [here](#).
 - In lieu of fingerprints, verification, on forms provided by the Division, of proof of retirement as a peace officer, as defined in Section 5-10 of the Act, within 12 months prior to application. Supporting document [VE-PEC](#) shall be completed and signed by the applicant's employer.
- Official License Certification — If you have ever been licensed as a private detective in another state a Certification of Licensure must be provided. Certification of Licensure is detailed information about the license such as status, issue and expiration date, and if the license has been disciplined. The other state board or agency provides the information and certifies that it is true and correct. You may use form [CT](#) to request Certification of Licensure from the other state board however most states have their own format for this information. IDFPR will accept other state's formats if it contains the required minimum information. If the Certification is only available online, you may print the online certification/verification and upload it. If the other state board will only send the certification directly to IDFPR, you will need to upload evidence of ordering the certification or confirmation of delivery to IDFPR.

Please Note: Upon notification of successful completion of the examination the applicant for licensure will be required to provide proof of coverage under a commercial general liability insurance policy, with proof of a minimum of \$1,000,000 of liability insurance. The comprehensive, commercial general liability insurance must be in the name of the individual licensee.

IMPORTANT INFORMATION ONCE LICENSED

- All Private Detective licenses expire on May 31st every 3 years regardless of issuance date.
- It is your responsibility to update your contact information, including email address with the Department, to ensure that you receive all courtesy renewal email reminders and other notifications.
- The Department posts profession specific notices, statements and other information to the IDFPR website. Licensed professionals should visit the IDFPR website frequently, and their profession specific pages, to stay informed about the latest information and developments.