



## PRIVATE DETECTIVE LICENSE APPLICATION INSTRUCTIONS

If you have held a professional license, contact a customer service representative at **1.866.270.9817** for assistance with accessing your existing license record.

1. Visit <http://www.dkra.dc.gov/security>
2. Access the licensing portal under Licensing Services by clicking "+" sign
3. Click the link "click here"
4. Click "**Register**" under "**New Individual Applicant**" heading on the left side of the screen.
5. Follow the prompts to register for a new account by entering your personal information and click save
6. Start a new application by clicking "**My Applications**"
7. Scroll down to locate the application for Special Police Officer under the "**PRIVATE DETECTIVE**" section
8. Click "**Begin**"
  - ▶ Select an application type: Special Police Officer (Armed) **OR** Special Police Officer (Unarmed)
9. Read the prompt and record the Unique Identifier for your reference
10. Click "**Proceed to Application**"
  - ▶ Please read and follow the instructions under each **blue section**
  - ▶ Click on the small plus sign (+) to view detailed instructions
  - ▶ **DO NOT** click on "Save" unless you will continue the application at a later time
  - ▶ Once you complete all the required sections the application will turn **green**
11. Click "SUBMIT WITH COMMENTS" if you have comments OR "SUBMIT WITHOUT" if you don't have comments.
12. Click "**Complete Affidavit**" located at the bottom right of the application



- ▶ Verify that your address, phone number, and email are correct. If you need to make a correction, click **"Update Address"**
- ▶ Once you are done correcting the information, return to your application by clicking on **"My Applications"** and then **"Current Applications"**

13. Agree that all information in the application is true by selecting **"Yes"**

14. Click **"Proceed to Payment"**

- ▶ Enter payment information

15. Agree to the terms and conditions by clicking **"Continue"**

16. View receipt and print OR keep a copy on your mobile device to present to SOMB – see part 2

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**NOTE**

**YOUR APPLICATION WILL BE IN "MPD REVIEW" UNTIL YOU COMPLETE THE REQUIREMENTS ON PAGE 3**

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**PART TWO: SECURITY OFFICER'S MANAGEMENT BRANCH**

**LOCAL PRIVATE DETECTIVES:**

- Click [here](#) to set an appointment to process fingerprints at the Civilian Fingerprinting Section located at:  
300 Indiana Ave. NW  
Room 3054  
Washington, DC, 20001
  - Following the fingerprints, responsible party will need to wait **7 business day(s) before submitting** documents to the following address:  
2000 14th St NW, Suite 302  
Washington, DC 20009
- Arrest Affidavit – Notarized and *dated within 90 days*
  - Authorization to Release Information Form – Notarized and *dated within 90 days*
  - Receipt from Civilian Fingerprinting
  - Confirmation of payment from <http://www.dkra.dc.gov/security>  
(Present on your smart device or print out receipt)

**NON-LOCAL PRIVATE DETECTIVES**

**\*The licensing process involves two agencies, as a result, please email [OPLA.SECURITY@DC.GOV](mailto:OPLA.SECURITY@DC.GOV) once you mail documents to the address below and have completed fingerprints with Civilian Fingerprinting.**

**If the responsible party on the license IS NOT local, DOCUMENTS must be mailed to:**

Security Officer's Management Branch  
**ATTN: DCRA REPRESENTATIVE**  
2000 14<sup>th</sup> Street NW, Suite 302  
Washington, DC 20009

- Arrest Affidavit - *Notarized and dated within 90 days*
- Authorization to Release Information Form - *Notarized and dated within 90 days*
- Confirmation of payment

**AS OF NOVEMBER 2019, FBI INK FINGERPRINT CARDS ARE NOT ACCEPTED FOR OUT OF STATE APPLICANTS. TO SCHEDULE AN APPOINTMENT ONLINE WITH CIVILIAN FINGERPRINTING, [CLICK HERE](#).**

**SHOULD YOU HAVE FURTHER QUESTIONS, PLEASE CONTACT CIVILIAN FINGERPRINTING AT (202) 727-4409.**

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**\*NOTE:** You may find a blank arrest affidavit document and authorization to release information form on our website: <http://www.dkra.dc.gov/security>, or click [Arrest Affidavit Authorization to Release Form](#)

- ▶ Navigate to the bottom of the webpage, under the section "**Documents and Forms**". Please print out, complete the form out in its entirety, and notarized before submitting.

Should you have any questions, please don't hesitate to contact a DCRA staff member at the SOMB office (202) 671-0500.