If, after reviewing the previous listed requirements you determine that you qualify, the following information and documentation must be submitted with the completed online Application:

1. One (1) completed fingerprint card (all data must be complete, accurate and readable). To request a fingerprint card from our office, please e-mail either Board Secretary Garcia Graham at garcia.graham@ncdps.gov or Licensing Assistant Deborah Martin-Johnson at deborah.martinjohnson@ncdps.gov with your name and mailing address.

2. A digital photograph in *.jpeg (.jpg) format must be uploaded during the application process where required. Photo must be current, head and shoulder shot only (we cannot crop photos) with no caps or hats being worn.

3. Proof of high school graduation, general education certificate or proof of graduation from an accredited college or university. [Document must be uploaded during the application process where required]

4. Documentation verifying legal resident alien status (if not a US citizen). [Document must be uploaded during the application process where required]

5. DD 214 (if veteran or discharged). If currently in the military, you must submit a letter from your commanding officer. [Document must be uploaded during the application process where required]

6. $150.00 non-refundable application fee and an additional $38.00 fee for an SBI/FBI fingerprint check. [Submitted at end of application process]

7. A signed and notarized PPS Release of Records form. In addition, the applicant must sign the SBI Release of Information form. [Document must be uploaded during the application process where required]

8. All applicants must obtain a criminal record check for the past sixty (60) months. The criminal record must not be over sixty (60) days old when received in this office. All criminal records must be obtained from PPS Board approved vendor CRC at https://crclicensing.com/site/ppsbl.com or call 1-877-272-0266, ext. 1029.

9. Must have the completed Written Plan of Supervision form if applying for a Private Investigator Associate license or a Temporary Permit. [Document must be uploaded during the application process where required]

10. Application for Company Business License (every business, except a sole proprietorship, is required to have a business license issued by the Board). Attach the proper forms either the Certificate of Authority from the North Carolina Secretary of State if out-of-state corporation or a copy of your Articles of Incorporation if it is a North Carolina Corporation. (As stated above, not required for a sole proprietorship). [Document must be uploaded during the application process where required]

11. The Personal Reference Questionnaire is to be completed by each of the references you list on the application (five (5) references are required). The questionnaire is to be completed by the reference only [Document must be uploaded during the application process where required]

To begin the application process go to: https://ppsapplication.permitium.com/ppsbl/start.

If you have any further questions you should contact the Licensing Unit of the North Carolina Private Protective Services Board at (919) 788-5320.

Thank you,
Brian R. Jones, Director