



**COUNTY OF
MONTGOMERY**

COURT HOUSE
PO BOX 311
NORRISTOWN, PENNSYLVANIA

OFFICE OF CLERK OF COURTS

CLERK OF COURTS
ANN THORNBURG WEISS

FIRST DEPUTY
MICHAEL J. PASTON, ESQ.

SECOND DEPUTY/ADMIN. ASST.
LINDA SULOCK

(610) 278-3346
FAX (610) 292-2153

PROCEDURE FOR PRIVATE DETECTIVE LICENSE

1. The Petition must be signed and verified by the individual

Partnership or Association: The petition must be signed and verified by each individual composing or intending to compose such partnership or association
2. The petition must be completely filled out (**Please include a contact phone number**).
3. With each petition, the applicant must submit:
 - Two (2) passport size photographs
 - Two (2) fingerprint cards obtained from the Clerk of Courts. (Fingerprints may be taken at any Police Department or State Police Barracks)
4. Every application must establish to the satisfaction of the Court, with at least two (2) duly acknowledged certificates, such as applicant has been regularly employed as:
 - a) Detective
 - b) Member of a U.S. Government Investigative Service
 - c) Sheriff
 - d) Member of PA State Police
 - e) Member of a City Police Department at a rank or grade higher than patrolman for a period of not less than three (3) years.
5. Each Petition must be attested to, as to each individual so signing the same, by not less than five (5) reputable citizens of the community in which such application resides or transacts business or in which it is proposed to own, conduct, manage to maintain the bureau, agency, sub-agency, whom shall:
 - a) Certify that he/she has known the said person or individual for a period of five years prior to the filing of such petition
 - b) Certify that he/she has read such petition and believes each of the statements to be true
 - c) Certify that such person is honest, of good character, competent and not related by blood or marriage.

6. The certificate of approval shall be signed by such reputable citizens and duly verified and acknowledged by them before an officer authorized to take oaths and acknowledgements of deeds (notary).
7. A letter from the Chief of Police of the individual's borough or township, stating that there is no record on said individual.
8. A certificate of ACT 235 if you will be carrying firearms

In addition to the requisite filing and issuance fees, the above steps must be strictly complied with, prior to the issuance of any license. A court hearing on the submitted petition will be scheduled in due course, following the completion of these procedures. Renewals from individuals changing to a partnership, association or corporation must apply as a **NEW APPLICANT**, following the instruction for a partnership or association

The Clerk of Court Requires:

Original petition – **please include a contact phone number**

1. There is a NON-REFUNDABLE filing fee of \$28.75 payable by cash or credit card only. WE DO NOT ACCEPT PERSONAL CHECKS OR AMERICAN EXPRESS.
2. Cash or credit card for \$16.00 (fingerprint processing fee)
3. Check or money order for \$17.50 made payable to "PA State Police" (fingerprint processing fee)
4. Two (2) fingerprint cards (not to be included in petition)
5. Two (2) passport size photographs (not to be included with petition)
6. After the hearing if petition is granted, a Two-Hundred Dollar (\$200.00) check for individuals or a Three Hundred Dollar (\$300.00) check for a corporation made payable to "Clerk of Courts"
7. A bond in the amount of \$10,000.00 must be filed with the Clerk of Courts

If you have any questions please contact: Clerk of Courts Office at 610-278-3346