



701-222-3063

North Dakota  
**PRIVATE INVESTIGATION & SECURITY BOARD**

513 East Bismarck Expressway, Suite 5  
Bismarck, North Dakota 58504

July 24, 2023

Dear License Holder:

The ND Private Investigator, Security Provider, Agency licenses, and all registrations expire on September 30, 2023. Enclosed is a copy of the new renewal form to be utilized for all renewals. Please make the necessary copies and submit the renewal forms for all registered employees along with the required fees. **All renewals must be submitted by the licensed agency, not individual employees and signed by the license holder.** Armed certifications are also due and you must supply the range forms (page 5) along with the renewal application. You may download the 2023 renewal and range forms from our website [www.pisb.nd.gov](http://www.pisb.nd.gov).

If you intend to renew your license, the following information and fees are required before the license can be renewed:

1. Renewal forms must be fully completed before a license and/or registration can be issued.
2. **NEW CHANGE FOR THIS YEAR:** The witness signature requirement for the renewal applications has been removed.
3. All insurance including the errors & omissions coverage must be in effect and the copy attached to the renewal. *E & O must be clearly stated on the certificate of insurance.*
4. The Board **will not** require new photographs of applicants for renewal applications. The Board will utilize photographs of applicants that are on-file with the Board.
5. Corporate Officers of agency licenses, security trainers, and weapons instructors must submit renewal applications. There are no fees or photos required for these renewals.
6. **NEW FEE CHANGES:** Fees must be included. \$300.00 license fee for agency status, \$150.00 license fee for provider or investigator status. Armed certifications, \$30.00. Renewals for registered security officers and registered private investigators are \$30.00. No Fees for Corporate Officers, Security Trainers, and Weapons Instructors renewals. *We will not accept personal checks. All checks must be Agency checks or money orders.*
7. There are late fees that will be assessed if any portion of the renewal package has not been completed by the deadline. For each month the renewal is late, the fee for the agency is \$100. The fee for provider or investigator is \$50. The late fee for registered employees (P.I. or Security Officers) is \$10 per month. Bear in mind that employee registrations will not be issued prior to the license for the agency being renewed. *Please make certain all the information is included in your renewal application as incomplete packets will delay the process and cause late fees to be applied.*

Renewals mean the applicant is gaining the same status as is currently recorded in our files. If you have upgrades, please use application form 1 and 3, and submit them ASAP to avoid any delays.

The Board continues to deal with a backlog in certain areas of operations. The Board held a special meeting on July 19<sup>th</sup>, 2023 and discussed a plan to clear the backlog. The Board will be taking steps during the renewal season to clear the backlog, with the ultimate goal of clearing the backlog completely by the end of 2023.

As part of the Board's plan to clear the backlog, the Board **will not** be issuing **physical registration cards** for backlogged **registration** renewal applications. Instead the Board will generate a letter to each license holder listing individuals' active registration status for the backlogged periods, once those backlogged applications are processed. The Board will issue **physical pocket cards and wall licenses** to both **individual license holders and agencies** that are backlogged.

**The Board will issue physical registration cards and the physical pocket cards and wall licenses to individual license holders, agencies, and individual with registrations for the 9-30-2023 to 9-30-2024 license and registration period.**

If you do not intend to renew your license, please notify this office immediately.

Sincerely,

  
John J. Shorey III  
Executive Director  
ND PISB

Enclosure