



701-222-3063

August 1, 2025

North Dakota

## PRIVATE INVESTIGATION & SECURITY BOARD

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

Dear License Holder:

The ND Private Investigator, Security Provider, Agency licenses, and all registrations expire on September 30, 2025. 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. You can find the renewal and range forms on our website [www.pisb.nd.gov](http://www.pisb.nd.gov).

All insurance including the errors & omissions coverage must be in effect and the copy attached to the renewal for license holder renewals. E & O must be clearly stated on the certificate of insurance. The Board will not require photographs of applicants for renewal applications. The Board will utilize photographs of applicants that are on-file with the Board.

The Board requests that all renewal applications be submitted by September 15th, 2025.

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

Changes in 2025:

1. Security trainers and weapons instructors must submit renewal applications with the following new fees; security trainer \$40.00, weapons instructor \$40.00
2. Non-licensed Corporate Officers and individuals who own at least a 10% interest in an agency are required to submit a renewal application with the fee of \$45.00. However, if the individual also has a license and/or registration in addition to being a Corporate Officer and/or owners of 10% or more, no fee is required. In other words, the \$45.00 fee only applies to individuals who are exclusively Corporate Officers and/or 10% owners, and who do not hold any other license or registration.
3. \$450.00 license fee for agency status, \$225.00 license fee for provider or investigator license status. Armed certifications, \$45.00. Renewals for registered security officers and registered private investigators are \$45.00.
4. 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 \$150. The late fee for provider or investigator is \$100 per month. The late fee for registered employees (P.I. or Security Officers) is \$15 per month. Employee registrations will not be issued prior to the license for the agency being renewed.

Renewals mean the applicant is keeping the same status we already have on file. If you are requesting upgrades, please complete and submit form 1 and 3 as soon as to avoid any delays.

The Board is currently addressing a backlog in certain areas of its operations and is actively implementing measures to reduce and eliminate delays.

With the anticipated increase in revenue, the Board intends to hire an additional employee to support renewal processing and assist in clearing the existing backlog.

Sincerely,

John J. Shorey III  
Executive Director  
ND PISB

Enclosure