

**Private Investigative & Security Services – Registrant (Employee) Renewal**

(046 with subcategories) (formerly 046 and 118)

**All renewal forms (Agency, Qualifying Agent, & Registrants) Must Be Returned To This Office Together.**

Current Expiration: 05/31/2009	Renewal Period Covering - 06/01/2009 through 05/31/2011
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Check One:     **Unarmed Registrant Renewal – Fee \$ 80.00**

**Armed Registrant Renewal – Fee \$ 100.00 – Armed Persons Must Also Complete Section D**

<p><b>For Office Use Only</b> Renewal received</p>
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**Directions:** To renew you must enclose a check in the amount indicated, payable to Office of the Secretary of State. The renewal fee is non-refundable. To avoid late penalty fees your completed renewal application must be **received** by this Office not later than the expiration date noted above. **Late penalty fees are applicable if your renewal is not received in this Office by the expiration date regardless of when it was mailed or postmarked.** The penalty is \$25.00 for renewals submitted less than 30 days late. Thereafter, the penalty will increase by \$5.00 for every additional month or fraction of a month (See 26 V.S.A. § § 3178 - 3178b). If you have had a name change please attach a copy of the marriage license, civil union license, divorce decree, or other court document changing your name.

Note: It is unprofessional conduct to practice in the State of Vermont without a valid, current license.

**Section A: (Sections A through D apply to the Registrant, not to the agency employer)**

If mailing address has changed, indicate new address below:	
(It is unprofessional conduct for a licensee to fail to notify the Office of a change of name or address within 30 days (3 V.S.A. § 129a(a)(14).)	
If your 911 address is different from your mailing address, please indicate the 911 address here:	
Gender: ___Male___Female	Date of Birth (mm/dd/yyyy):
Social Security # _____ - _____ - _____.	_____/_____/_____
*** Providing your social security number (SSN) is mandatory, and requested under the authority granted by 42 U.S.C. §405(c)(2)(C). It will be used by the Departments of Taxes, Child Support, Labor and the Judiciary in the administration of Vermont law, to identify individuals affected by such laws. Your SSN is not disclosed as part of a public records request.	
Home Telephone: # _____ - _____ - _____.	Cell Phone: # _____ - _____ - _____.
Work Phone: # _____ - _____ - _____.	E-Mail: _____

**Section B: Vermont Mandatory “Good Standing” Declarations**

**CHILD SUPPORT:**

Child Support Orders (15 V.S.A. § 795): As of the date of this application: (you must check one)

- I am not subject to a child support order; OR  
 I am subject to a child support order and am in good standing\* or in full compliance with a plan to pay; OR  
 I am not in good standing\* or in full compliance with a plan to pay.\*

**TAXES:**

Tax Compliance (32 V.S.A. § 3113(b)): As of the date of this application: (you must check one)

- I have never lived or worked in Vermont and do not owe Vermont taxes; OR  
 no taxes are due and payable and all required returns have been filed; OR  
 the liability for any taxes due and payable is on appeal; OR  
 I am in compliance with a payment plan approved by the Vermont Department of Taxes; OR  
 I am not in good standing\* with the Vermont Department of Taxes or in full compliance with a plan to pay.

**UNEMPLOYMENT COMPENSATION:**

Unemployment Compensation (21 V.S.A. §1378(b)): As of the date of this application: (you must check one)

- This does not apply to me because I have never been an employer in Vermont; OR  
 No contributions or payments in lieu of contributions are due and payable; or the liability for any contributions or payments in lieu of contributions due and payable is on appeal; or the employing unit is in compliance with a payment plan approved by the commissioner; OR  
 I am not in good standing\* or in full compliance with a plan to pay.

**DISTRICT COURT FINES / JUDICIAL BUREAU:**

Unpaid Judgments (4 V.S.A. § 1110(c)): As of the date of this application: (you must check one)

- I am in good standing\* with respect to any unpaid judgment issued by the judicial bureau or district court for fines or penalties for a violation or criminal offense; OR  
 I am not in good standing.\*

\* “Good standing” is defined in the statutes cited above. For more information, refer to the relevant statute specific to the particular question or consult the “Information for Applicants” on the OPR web page.

[www.vtprofessionals.org](http://www.vtprofessionals.org)

**Section C: Vermont Mandatory Credential and Fitness Questions**

Please circle Yes or No for each of these questions. If the answer is Yes follow the provided instructions.  
**Since you were originally licensed or since you completed your last renewal application:**

Has Vermont or any other state, federal authority, or other jurisdiction (US or elsewhere) denied an application by you for a license, certificate, or registration to practice a profession or occupation? <i>If "Yes," attach a copy of the order or official notification of the action(s).</i>	Yes	No
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Has Vermont or any other state, federal authority, or other jurisdiction (US or elsewhere) restricted, suspended, revoked, or taken any other disciplinary action against a license, certificate, or registration that you hold or held in any profession or occupation? <i>If "Yes," provide a copy of the order or official notification of the action.</i>	Yes	No
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Have you ever surrendered a license, certificate, or registration to a licensing authority? <i>If "Yes," provide a detailed written explanation.</i>	Yes	No
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Are you currently under investigation by a licensing authority? <i>If "Yes," provide a detailed written explanation and a copy of any available information from the licensing authority.</i>	Yes	No
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Have you been convicted of a crime other than a minor traffic violation? (Note: Driving While Intoxicated and Driving Under the Influence are not "minor traffic violations.") <i>If "yes," provide a detailed written explanation and attach the official court documents.</i>	Yes	No
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Do you have any criminal charges pending against you in any jurisdiction (US or elsewhere)? <i>If "yes," provide a detailed written explanation and attach a copy of the charging documents.</i>	Yes	No
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Note: Vermont law requires that you report to the Office of Professional Regulation, a felony conviction or any conviction of a crime related to the practice of your profession, within 30 days. 3 V.S.A. § 129a (a)(11).

Do you have a physical or mental condition or disorder which in any way impairs or limits your ability to practice this profession with reasonable skill and safety? <i>If "Yes," please have your health care provider submit a detailed statement explaining how you are able to practice safely.</i>	Yes	No
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Does your use of alcohol, substances, or prescription medications impair or limit your ability to practice this profession with reasonable skill and safety? <i>If "Yes," provide a detailed written explanation.</i>	Yes	No
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Are you currently addicted to or in any way dependent on, the use of alcohol or habit forming drugs? <i>If "Yes," provide a detailed written explanation.</i>	Yes	No
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**Section D – Only Armed Registrant’s Must Complete This Section**

**A copy of your current Firearms Certificate must accompany this renewal application. Firearms Certification must have been obtained under a Vermont Licensed Firearms Instructor. Firearms Certification or Recertification is valid for two years.**

Name of Licensed Firearms Instructor Offering Course and Issuing Certificate	Date Certification or Re-Certification was Taken

**All Applicant’s Must Sign Below**

**Statement of Applicant**

I certify, under the pains and penalties of perjury, that all information I have provided in this application is true and accurate. I understand that furnishing false information may constitute unprofessional conduct and result in the denial of my application for licensure/certification/registration. (The maximum penalty for perjury is Fifteen years in prison and/or a \$10,000 fine.) (3 V.S.A. §2901)	
Signature of Applicant	Date

**All renewal forms (Agency, Qualifying Agent, & Registrants) Must Be Returned To This Office Together To:**

Vermont Board of Private Investigative & Security Services  
Office of Professional Regulation  
National Life Building, North, Floor 2,  
Montpelier, VT 05620-3402  
Phone: 802-828-2837, [www.vtprofessionals.org](http://www.vtprofessionals.org)