

**MONTGOMERY COUNTY
BOARD OF COMMISSIONERS**

VALERIE A. ARKOOSH, MD, MPH, CHAIR
KENNETH E. LAWRENCE, JR., VICE CHAIR
JOSEPH C. GALE, COMMISSIONER



CLERK OF COURTS

MONTGOMERY COUNTY COURTHOUSE • PO Box 311
NORRISTOWN, PA 19404-0311

610-278-3346
FAX: 610-292-2153
WWW.MONTCOPA.ORG

LORI SCHREIBER
CLERK OF COURTS

JIMMY DIPLACIDO
FIRST DEPUTY

NADINE DEANGELIS
ASSISTANT DEPUTY

MELISSA JENKINS
ASSISTANT DEPUTY

PROCEDURE FOR PRIVATE DETECTIVE LICENSE

1. The petition must be signed and verified by the individual or by each individual intending to compose such partnership or association.
2. Every application must establish to the satisfaction of the Court, with at least two duly acknowledged certificates, such as the applicant have been regularly employed as:
 - Detective
 - Member of a U.S. Government Investigative Service
 - Sheriff
 - Member of PA State Police
 - Member of a City Police Department at a rank or grade higher than patrolman for a period of not less than three years.
3. Each petition must contain five reputable citizens of the community to attest to each individual. The five reputable citizens of the community must be from where applicant resides or transacts business in which it is proposed to own, conduct, manage to maintain the bureau, agency, sub-agency whom shall:
 - Certify that he/she has known the said person or individual for a period of five years prior to the filing of such petition.
 - Certify that he/she has read such petition and believes each of the statements to be true.
 - Certify that such person is honest, of good character, competent, and not related by blood or marriage.
4. The certificate of approval shall be assigned by such reputable citizens and duly verified and acknowledged by them before an officer authorized to take oaths and acknowledgements of deed (notary).
5. A letter from the Chief of Police of the individual's borough or township, stating that there is no record on said individual.

6. A Certificate of Act 235 if you will be carrying firearms

In addition to the requested filing and fees, the above steps must be strictly followed. A court hearing on the submitted petition will be scheduled in due course. Renewals from individuals changing to partnership, association, or corporation must apply as "New Applicant."

THE CLERK OF COURTS REQUIRES

1. There is a non-refundable filing fee of \$46.25 payable by cash, credit card or money order. We do not accept personal checks or American Express.
2. Check or money order for \$17.50 made payable to PA State Police
3. Two (2) fingerprint cards (not to be included in petition)
4. Two (2) passport size photographs (not to be included in petition)
5. After the hearing if the petition is granted, a payment of \$200.00 for individual and \$300.00 for corporate licenses made payable to the Clerk of Courts.
6. A current bond in the amount of \$10,000.00 must be filed with the Clerk of Courts

If you have any questions please contact the office at 610-278-3346

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VITAL STATISTICS

1. NAME _____

2. CURRENT ADDRESS _____

3. PHONE NUMBER _____

4. EMAIL ADDRESS _____

5. SOCIAL SECURITY # _____

6. DATE OF BIRTH _____

7. WEIGHT _____

8. HEIGHT _____

9. HAIR COLOR _____

10. EYE COLOR _____

11. SPECIAL PHYSICAL CHARACTERISTICS (SCARS, TATOOS, ETC.) _____
