



Florida Department of Agriculture & Consumer Services  
CHARLES H. BRONSON, COMMISSIONER  
Division of Licensing

**IF YOU ARE APPLYING FOR  
A CLASS "C", "M", OR "MA" LICENSE,  
PLEASE READ THE FOLLOWING NOTICE CAREFULLY!**

Effective January 1, 2008, new exam requirements for individuals seeking to be licensed to work in the private investigative industry will take effect. These requirements are set forth in section 493.6203(5), Florida Statutes. The Legislature amended this section of law and created the examination provision by passing Senate Bill 1952 during the 2007 legislative session. This notice is intended to inform you about these examination requirements.

**WHO IS REQUIRED TO TAKE AN EXAM, AND WHAT WILL THE EXAM COVER?**

- Any person submitting an application for a Class "C" Private Investigator License, a Class "M" Investigative & Security Agency Manager License, or a Class "MA" Private Investigative Agency Manager License **ON OR AFTER JANUARY 1, 2008**, must pass an examination. **Applicants whose applications are already on file with the Division of Licensing as of December 31, 2007, will not be affected by this new requirement.** This examination will cover those parts of Florida law that deal directly with the business practices of the private investigative industry and the legal responsibilities of the individuals and agencies that work in that industry (sections 493.6100 through 493.6203, and section 493.6301(5), Florida Statutes). A copy of Chapter 493 and the Private Investigator Handbook are included with this application package to assist applicants in preparing for the exam.

**I CURRENTLY HOLD A VALID LICENSE. WILL I HAVE TO TAKE AN EXAMINATION?**

- A person who already holds a valid Class "C", "M," or "MA" license is exempt from this new examination requirement. Moreover, individuals who currently hold a valid Class "CC" Private Investigator Intern License do not have to take an examination when applying to upgrade to a Class "C" license. However, if a Class "C", "M," or "MA" license becomes invalid and remains invalid for more than one year, the person applying for re-licensure must take and pass the examination.

**WHEN MUST I TAKE THE EXAM?**

- You must pass the exam **BEFORE APPLYING FOR LICENSURE** and submit proof of having passed the exam with your application. If you submit your application to the Division without such proof, we will send you a letter requesting that you send us this documentation. If you do not provide proof of having passed the exam within the timeframe specified in the letter, the Division will have no alternative but to recommend denial of your application.

**WHERE CAN I TAKE THE EXAM?**

- The examination will be administered **BY APPOINTMENT ONLY** on the first and third Wednesdays of each month between 1PM and 4PM at one of our eight Regional Offices located throughout the state. If you require special accommodations pursuant to the provisions of the Americans with Disabilities Act, please notify the Regional Office representative when you call for your appointment. If you are hearing or speech impaired, please contact the agency by calling the Florida Relay Service at 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice). The addresses and telephone numbers of these Regional Offices are included on the reverse side of this Notice.

**IS THERE A FEE FOR TAKING THE EXAM?**

- Yes. The fee for taking the exam is \$100. Please be aware that if you take the exam and fail to pass it, you will be required to pay the fee again to re-take the exam.

## HOW LONG WILL IT TAKE TO FINISH THE EXAM?

- You should be able to finish the exam in 1 ½ to 2 hours. Your exam results will be mailed to you.

## WHAT DO I NEED TO BRING WITH ME WHEN I TAKE THE EXAM?

- One form of state- or federal- issued identification which bears your picture and signature: driver's license, state identification card, passport. **YOU MUST BE PREPARED TO SHOW PROPER I.D.** Student and employment I.D. cards are not acceptable.
- Any personal items needed during the examination must be encased in a **clear plastic bag**, no larger than **8" X 11"** in size.

## IS THERE ANYTHING ELSE I NEED TO KNOW BEFORE I TAKE THE EXAM?

The following items are **NOT** allowed in the examination room:

- Cameras, tape recorders, computers, pagers, electronic transmitting devices, or telephones (watches with alarms or beepers should be set so that they will **NOT** sound or go off during the examination administration.)
- Any bound or loose-leaf reference materials and notes.
- Dictionary, thesaurus, or other spelling aids.
- Canisters of mace, pepper spray, or other personal defense items.
- Purses, briefcases, portfolios, fanny packs, or backpacks.  
Unauthorized supplies will be subject to removal.

Please dress comfortably but appropriately for the examination. The examination room is usually climate controlled. However, it is not always possible to maintain a temperature suitable to each candidate, and from time to time there are maintenance problems beyond the Division of Licensing's control. It is suggested that you bring a sweater or jacket in case the temperature is cooler than your individual preference.

### The Division of Licensing's Regional Offices

#### **Ft. Walton Regional Office**

212 Eglin Parkway, S.E., Suite "A"  
Fort Walton Beach, Florida 32548  
850-833-9146

#### **Jacksonville Regional Office**

7825 Baymeadows Way  
Center Building, Suite 106A  
Jacksonville, Florida 32256  
904-448-4341

#### **Miami Regional Office**

401 NW 2<sup>nd</sup> Avenue, Suite 720-N  
Miami, Florida 33128  
305-377-5950

#### **Orlando Regional Office**

400 W. Robinson Street, Room 110  
Orlando, Florida 32801  
407-245-0883

#### **Tallahassee Regional Office**

2520 North Monroe Street  
Tallahassee, Florida 32303  
850-245-5498

#### **Punta Gorda Regional Office**

230 Bal Harbor Blvd., Suite 111  
Punta Gorda, Florida 33950  
941-575-5770  
850-245-5498

#### **Tampa Regional Office**

1313 Tampa Street, Suite 712  
Tampa, Florida 33602  
813-272-2552

#### **West Palm Beach Regional Office**

The Forum, Tower A, Suite 100  
1675 Palm Beach Lakes Boulevard  
West Palm Beach, Florida 33401  
561-640-6144

**Call the Regional Office nearest you TODAY  
to make an appointment to take your examination.**