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Or mail this completed form, with a check or money order payable to Department of Licensing, to:

**Public Protection Services**  
**Department of Licensing**  
**PO Box 35001**  
**Seattle, WA 98124-3401**



For questions or language help call: (360) 664-6611

**This is an application for:**

- Principal – \$25**
- Certified trainer – \$25**

**Before applying to take the certified trainer exam, you must be a licensed private investigator in Washington State and provide records of 3 years of investigative experience.**

**Applicant information**

|   |       |                          |
|---|-------|--------------------------|
| TYPE OR PRINT Name ( <i>Last, First, Middle</i> ) |       | Date of birth            |
| Business street address                           |       | (Area code) Phone number |
| City  | State | ZIP code                 |
| Applicant's home address                          |       |                          |
| City  | State | ZIP code                 |

**Exam scheduling**

Exams are given at driver licensing offices around the state. Select the location where you would like to take your exam, putting a "1" for your first choice and a "2" for your second choice. A licensing representative will contact you for scheduling.

|  |              |               |                       |                     |
|--|--------------|---------------|-----------------------|---------------------|
|  | Bellingham   | Kent          | Puyallup (SC)         | (SC) Union Gap      |
|  | Bel-Red (SC) | Lynnwood (SC) | Renton                | Vancouver(136thAve) |
|  | Bremerton    | Olympia       | Seattle (25th Ave)    | Walla Walla         |
|  | Clarkston    | Omak          | Smokey Point          | Wenatchee           |
|  | Everett      | Parkland      | Spokane (Sprague Ave) |                     |
|  | Federal Way  | Port Angeles  | Sunnyside             |                     |
|  | Kennewick    | Port Townsend | Tacoma (Yakima Ave)   |                     |

(SC) - Supercenter

\_\_\_\_\_  
Date

X  
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Applicant signature

# Private Investigator Examination Study Guide Outline

## **Washington State law as it applies to private investigator licensing and regulations: (45% of test)**

- 18.165 RCW
- 308-17 WAC
- 308-17-300 WAC - A list of all topics contained in the private investigator preassignment training course
- Chapter 9.73 RCW - Privacy, Violating Right of Privacy (example: Surveillance and Wiretapping)
- Chapter 42.56 RCW - Public Disclosure
- Title 9A RCW - Washington State Criminal Code
- Other resources:
  - Title 2 RCW - Courts of Record
  - Title 3 RCW - District Courts - Courts of limited jurisdictions
  - Title 26 RCW - Domestic Relations (examples: marriage, dissolution, adoption)
  - Title 36 RCW - Counties
  - Title 46 RCW - Motor Vehicle (examples: accidents, forms)

## **Federal laws: (30% of test)**

- Federal Privacy Act (5 U.S.C. 522A)
- Freedom of Information Act (5 U.S.C. 552)
- Fair Credit Reporting Act (15 U.S.C. 1681)
- Federal Wiretapping Act (18 U.S.C.)
- Gramm-Leach-Bliley (15 U.S.C. 6801-6809)
- United States Code

## **Court systems: (7.5% of test)**

### Federal courts

- Title 28 of the U.S. Code - Judiciary and Judicial Procedures
- Public Law 101-650 - Title 37 Patents, Trademarks, and Copyrights

### State courts

- Chapter 35.20 RCW - Municipal Courts
- Title 2 RCW - Courts of Record
- Title 3 RCW - District Courts/ Courts of Limited Jurisdictions
- Title 4 RCW - Civil Procedures
- Title 5 RCW - Evidence
- Title 6 RCW - Enforcement of Judgments

## **Legal procedures and definitions: (10% of test)**

### Terminology and definitions

- Title 9A RCW - Washington State Criminal Code
- Title 2 RCW - Courts of Record
- Title 3 RCW - District Courts/ Courts of Limited Jurisdictions
- Title 4 RCW - Civil Procedures
- Title 5 RCW - Evidence
- Title 6 RCW - Enforcement of Judgments
- Title 26 RCW - Domestic Relations (examples: Marriage, dissolution, adoption)
- Black's Law Dictionary - Available at your local library or bookstore

## **Other resources of public information: (7.5% of test)**

- Code Reviser's Office
- County Recorders Office
- World Wide Locator
- Secretary of State
- Computer Databases
- Federal and state laws and acts can be found on the internet

**To view the laws**, visit the private investigator's website at [dol.wa.gov](http://dol.wa.gov) and go to the Private Investigator Principal and/or Certified Trainer State Exam Study Guide.