



TITLE 13. PUBLIC SAFETY
CHAPTER 2. DEPARTMENT OF PUBLIC SAFETY - PRIVATE INVESTIGATORS
13 A.A.C. 2

Supplement Information
Supp. 25-2

Rules codified between April 1, 2025 through June 30, 2025 are underlined in this Chapter's table of contents.

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The release of this Chapter in Supp. 25-2 replaces Supp. 25-1, 1-331 pages.

Please note that the Chapter you are about to replace may have rules still in effect after the publication date of this supplement. Therefore, all superseded material should be retained in a separate binder and archived for future reference.

PREFACE

Under Arizona law, the Department of State, Office of the Secretary of State (Office), Administrative Rules Division, accepts state agency rule notice and other legal filings and is the publisher of Arizona rules. The Office of the Secretary of State does not interpret or enforce rules in the *Administrative Code*. Questions about rules should be directed to the state agency responsible for the promulgation of the rule.

Scott Cancelosi, Director
ADMINISTRATIVE RULES DIVISION

RULES

The definition for a rule is provided for under A.R.S. § 41-1001. “*Rule*’ means an agency statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedures or practice requirements of an agency.”

THE ADMINISTRATIVE CODE

The *Arizona Administrative Code* is where the official rules of the state of Arizona are published. The *Code* is the official codification of rules that govern state agencies, boards, and commissions.

The *Code* is separated by subject into Titles. Titles are divided into Chapters. A Chapter includes state agency rules. Rules in Chapters are divided into Articles, then Sections. The “R” stands for “rule” with a sequential numbering and lettering outline separated into subsections.

Rules are codified quarterly in the *Code*. Supplement release dates are printed on the footers of each Chapter.

First Quarter: January 1 - March 31
Second Quarter: April 1 - June 30
Third Quarter: July 1 - September 30
Fourth Quarter: October 1 - December 31

For example, the first supplement for the first quarter of 2025 is cited as Supp. 25-1. Supplements are traditionally released three to four weeks after the end of the quarter because filings are accepted until the last day of the quarter.

Please note: The Office publishes by Chapter, not by individual rule Section. Therefore there might be only a few Sections codified in each Chapter released in a supplement. The Office links to these codified Sections in the Table of Contents of this Chapter.

RULE HISTORY

Refer to the HISTORICAL NOTE at the end of each Section for the effective date of a rule. The note also includes the *Register* volume and page number in which the notice was published (A.A.R.) and beginning in supplement 21-4, the date the notice was published in the *Register*.

AUTHENTICATION OF PDF CODE CHAPTERS

The Office began to authenticate Chapters of the *Code* in Supp. 18-1 to comply with A.R.S. §§ 41-1012(B) and A.R.S. § 41-5505.

A certification verifies the authenticity of each *Code* Chapter posted as it is released by the Office of the Secretary of State. The authenticated pdf of the *Code* includes an integrity mark with a certificate ID. Users should check the validity of the signature, especially if the pdf has been downloaded. If the digital signature is invalid it means the document’s content has been compromised.

HOW TO USE THE CODE

Rules may be in effect before a supplement is released by the Office. Therefore, the user should refer to issues of the *Arizona Administrative Register* for recent updates to rule Sections.

ARIZONA REVISED STATUTE REFERENCES

The Arizona Revised Statutes (A.R.S.) are available online at the Legislature’s website, www.azleg.gov. An agency’s authority note to make rules is often included at the beginning of a Chapter. Other Arizona statutes may be referenced in rule under the A.R.S. acronym.

SESSION LAW REFERENCES

Arizona Session Law references in a Chapter can be found at the Secretary of State’s website, www.azsos.gov under Services-> Legislative Filings.

EXEMPTIONS FROM THE APA

It is not uncommon for an agency to be exempt from the steps outlined in the rulemaking process as specified in the Arizona Administrative Procedures Act, also known as the APA (Arizona Revised Statutes, Title 41, Chapter 6, Articles 1 through 10). Other agencies may be given an exemption to certain provisions of the Act.

An agency’s exemption is written in law by the Arizona State Legislature or under a referendum or initiative passed into law by Arizona voters.

When an agency files an exempt rulemaking package with our Office it specifies the law exemption in what is called the preamble of rulemaking. The preamble is published in the *Register* online at www.azsos.gov/rules, click on the *Administrative Register* link.

Editor’s notes at the beginning of a Chapter provide information about rulemaking Sections made by exempt rulemaking. Exempt rulemaking notes are also included in the historical note at the end of a rulemaking Section.

The Office makes a distinction to certain exemptions because some rules are made without receiving input from stakeholders or the public. Other exemptions may require an agency to propose exempt rules at a public hearing.

PERSONAL USE/COMMERCIAL USE

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Rhonda Paschal, rules managing editor, assisted with the editing of this Chapter.

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Administrative Rules Division
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TITLE 13. PUBLIC SAFETY

CHAPTER 2. DEPARTMENT OF PUBLIC SAFETY - PRIVATE INVESTIGATORS

Authority: A.R.S. § 32-2401 et seq.

Supp. 25-2

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Article 1, consisting of Sections R13-2-01 through R13-2-12, repealed by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

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Section

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ARTICLE 4. REGULATION

Article 4, consisting of Sections R13-2-401 through R13-2-404, made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

Section

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ARTICLE 1. GENERAL PROVISIONS

R13-2-01. Repealed**Historical Note**

Former rule 1. Section repealed by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-02. Repealed**Historical Note**

Former rule 2. Section repealed by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-03. Repealed**Historical Note**

Former rule 3. Section repealed by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-04. Repealed**Historical Note**

Former rule 4. Section repealed by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-05. Repealed**Historical Note**

Former rule 5. Section repealed by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-06. Repealed**Historical Note**

Former rule 6. Section repealed by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-07. Repealed**Historical Note**

Former rule 7. Section repealed by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-08. Repealed**Historical Note**

Former rule 8. Section repealed by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-09. Repealed**Historical Note**

Former rule 9. Section repealed by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-10. Repealed**Historical Note**

Former rule 10. Section repealed by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-11. Repealed**Historical Note**

Former rule 11. Section repealed by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-12. Repealed**Historical Note**

Former rule 12. Section repealed by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-101. Definitions

In addition to the definitions in A.R.S. § 32-2401, the following definitions apply to this Chapter:

1. "Branch office certificate" means a document issued by the Department to the qualifying party, authorizing the qualifying party to conduct the business of private investigations in this state at a location other than the principal place of business shown on the agency license.
2. "Classifiable fingerprints" means fingerprint impressions that meet the criteria of the Federal Bureau of Investigation (FBI) as contained in Form FD-258 (5-15-17): U.S. Government Printing Office: 1110-0046, incorporated by reference, available from the Department and the FBI (Attn: Logistical Support Unit (LSU), CJIS Division, 1000 Custer Hollow Road, Clarksburg, WV 26306). This incorporation contains no future editions or amendments.
3. "Corporation" or "domestic corporation" has the same meaning as in A.R.S. § 10-140.
4. "Delinquent" means an application is submitted after the license expiration date but before the expiration grace period as described in A.R.S. § 32-2407(B).
5. "Foreign corporation" means a corporation for profit that is incorporated under a law other than the law of Arizona.
6. "Limited liability corporation" has the same meaning as corporation.
7. "Partnership" is an association of two or more persons who are co-owners of a business for profit organized in accordance with A.R.S. Title 29, Partnerships.
8. "Probation" means a period during which an agency or individual that has violated A.R.S. Title 32 Chapter 24 is allowed to demonstrate the ability to meet licensure requirements before the Department takes another administrative action, such as suspension or revocation.
9. "Sole proprietor" means the only owner of a business operated for profit.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-102. Application and Processing Fees

- A. The application and processing fees are:
 1. Original agency license application, \$250;
 2. Agency license, \$400;
 3. Application for renewal of an agency license, \$250;
 4. Agency restructure, \$100;
 5. Agency delinquent renewal application, \$100;
 6. Reinstatement of agency license, \$250;
 7. Associate or employee registration certificate application, \$50;
 8. Associate or employee registration certificate renewal, \$50;
 9. Associate or employee registration delinquency, \$10;
 10. Associate or employee registration reinstatement, \$25;
 11. Replacement identification card, \$10;
 12. Additional employer form, \$10; and
 13. Fingerprint and digital photo fee (optional), \$15.
- B. In addition to any fees in subsections (A)(1), (A)(3), (A)(7), (A)(8), and (A)(12) the Department shall collect a fee in an amount necessary to cover the cost of noncriminal justice fingerprint processing for criminal history record checks under A.R.S. § 41-1750(J).

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- C. A person shall pay a fee by cash, cashier's check, certified check, credit card or money order made payable to the Arizona Department of Public Safety. All fees are non-refundable except if A.R.S. § 41-1077 applies.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-103. Application Forms

- A. The Department shall provide and an applicant shall use application forms for:
1. Agency license application;
 2. Agency license renewal;
 3. Employee registration certificate application; and
 4. Employee or associate registration renewal application.
- B. Application forms may be obtained in person at the Phoenix Licensing Unit office, 2222 W. Encanto Blvd., Phoenix, AZ 85009, by mail request to Arizona DPS Licensing Unit POB 6638, Mail Drop 3140, Phoenix, AZ 85005-6638, the Department's website www.azdps.gov, or by telephone (602) 223-2361. An applicant may duplicate application forms.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-104. Identification Cards

- A. The Department shall include on the identification card the applicant's:
1. Date of birth, and
 2. Employer's agency name and license number.
- B. A licensee or certificate holder shall not assign or transfer an identification card. An identification card is valid only during the effective dates of the license or certificate under which the card has been issued, and for only as long as the card holder is employed by or associated with the agency licensee.
- C. A licensee or certificate holder shall not display a badge or shield in conjunction with performing the duties of a private investigator.
- D. An employee employed by more than one licensee shall obtain an identification card for each license under which the employee is employed.
- E. If an identification card is lost or stolen, the holder of the card shall notify the Department immediately in writing by mail request to Arizona DPS Licensing Unit, POB 6638, Mail Drop 3140, Phoenix, AZ 85005-6638 or the Department's website www.azdps.gov. The Department shall issue a duplicate identification card upon submission of the required fee.
- F. The Department shall not approve a fictitious name for use on an identification card.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-105. Time-frames for Making Licensing and Registration Determinations

- A. The Department shall make a determination on the issuance, renewal, reinstatement, or restructure of an agency license, associate or employee registration certificate, or branch office certificate within 15 business days of the submission of an application, as follows:
1. Five days for administrative completeness review, and
 2. Ten days for substantive review.
- B. The administrative completeness review time-frame, as described in A.R.S. § 41-1072(1) and listed in subsection (A)(1), begins on the date the Department receives an application.
1. If the application is not administratively complete when received, the Department shall send a notice of deficiency to the applicant. The deficiency notice shall state the documents and information needed to complete the application.
 2. Within 45 days from the date of the deficiency notice, the applicant shall submit to the Department the missing documents and information. The time-frame for the Department to finish the administrative completeness review is suspended from the date of the deficiency notice until the date the Department receives the missing documents and information.
 3. If the applicant fails to provide the missing documents and information within the time provided, the Department shall close the applicant's file, and the Department considers the application suspended. The Department shall not take further action until the required documentation or information and, if applicable, reinstatement fees are received.
- C. The substantive review time-frame, as described in A.R.S. § 41-1072(3) and listed in subsection (A)(2), begins on the date the Department determines an application is administratively complete.
1. During the substantive review time-frame, the Department may make one comprehensive written request for additional information. The Department and applicant may mutually agree in writing to allow the Department to submit supplemental requests for additional information.
 2. The applicant shall submit to the Department the additional information to complete the application within 45 days from the date of the Department's request. The time-frame for the Department to complete the substantive review of the application is suspended from the date of the request for additional information until the Department receives the additional information.
 3. Unless the Department and applicant by mutual written agreement extend the 45-day period, the Department shall close the file of an applicant who fails to submit the additional information within 45 days. An applicant whose file is closed and who wants to be licensed or certified shall apply again under R13-2-202 or R13-2-302.
 4. When the substantive review is complete, the Department shall inform the applicant in writing of its decision whether to license or register the applicant.
 - a. The Department shall deny a license or registration if it determines that the applicant does not meet all substantive criteria required by statute and rule. An applicant who is denied certification may appeal the Department's decision under A.R.S. § 41-1092 et seq.
 - b. The Department shall grant a license or registration if it determines that the applicant meets all substan-

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tive criteria for licensure or certification required by statute and rule.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

ARTICLE 2. AGENCY LICENSES**R13-2-201. Repealed****Historical Note**

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Repealed by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-202. Submission of Application for an Agency License

- A. Applications for an agency license may be presented in person at the Arizona Department of Public Safety Licensing office at 2222 W. Encanto Blvd., Phoenix, AZ 85009, by mail to Arizona DPS Licensing Unit POB 6638, MD3140, Phoenix, AZ 85005-6638 or the Department's website www.azdps.gov. A qualifying party submitting an application shall ensure that the application consists of:
1. A complete application form with the information required under A.R.S. §§ 32-2422 and 32-2423;
 2. Properly completed fingerprint card with classifiable fingerprints of the qualifying party;
 3. Fees prescribed in R13-2-102;
 4. Legible copy of a government-issued photo identification document for the qualifying party, such as a state identification card or motor vehicle driver license;
 5. Two color photographs of the qualifying party suitable for use in making an identification card, such as passport photos or 1" x 1 1/4" facial photos;
 6. If other than a sole proprietorship:
 - a. Partnership agreement, articles of organization, or articles of incorporation;
 - b. Applications for associate registration certificates under R13-2-302 completed by all officers, members, managers, and directors of the agency;
 7. If a foreign corporation, evidence of Arizona Corporation Commission approval to transact business in Arizona;
 8. The name under which the agency will do business. The Department shall not issue a license to a corporation or limited liability corporation using a DBA unless registered with the Arizona Secretary of State's Office for approval of the trade name and the agency submits a copy of the registration to the Department.
- B. Sole proprietorships and partnerships may, but are not required to, register trade names.
- C. If applicable equipment and personnel are available, and if the applicant makes a request, the Department personnel shall take an applicant's photographs and fingerprints upon submission of the application and payment of appropriate fees as listed in R13-2-102.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August

5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-203. Issuance of Agency License

- A. The application is considered complete when the applicant satisfies the following:
1. Pay applicable license fees;
 2. Provide a complete and accurate two-year surety bond; and
 3. For those agencies that will have employees, provide a certificate of worker's compensation insurance.
- B. An applicant for an agency license or renewal may request to pick up the license at the Department's office in Phoenix. If no request is made, the Department shall send the license to the mailing address of the applicant. The issue date on the license is the date the two-year surety bond starts, which is not to be earlier than the Department's date of notification.
- C. The licensee shall post the license in a conspicuous place in the principal business office.
- D. If a licensee wishes to surrender the license before the expiration date, the Department shall not refund the license fee or any part of the license fee.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-204. Agency License Renewal

- A. A qualifying party may submit a renewal application to the Department up to 60 days before the expiration date on the agency license.
- B. The qualifying party shall provide, with the renewal application, the information required under R13-2-202 for the renewal of registration certificates for all associates or employees of the agency.
- C. If an agency license is not renewed before the expiration date, the qualifying party shall ensure that all identification cards with the elapsed agency license number are returned to the Department within five business days of the date the license expires.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-205. Branch Office Certificate

- A. The branch office certificate contains the name, agency license number, license expiration date, and address of the branch office.
- B. A branch office certificate expires on the date the agency license expires and is renewed when the agency license is renewed.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-206. Change of Qualifying Party

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- A. If a qualifying party leaves an agency, the agency shall cease operations.
- B. If the agency desires to resume operations, a qualifying party shall submit an application for a new agency.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-207. Restructure of an Agency

- A. If the restructure occurs at the time of renewal, the Department shall waive the restructure fee.
- B. If the restructure occurs at any time other than time of renewal, the agency shall pay the restructure fee. An application for restructure shall be submitted for the qualifying party and any new associates.
- C. To change a sole proprietorship to a partnership, the applicant shall provide a partnership agreement with notarized signatures of the partners.
- D. To change a corporation to a partnership, the applicant shall provide documentation of the dissolving of the corporation and a partnership agreement with notarized signatures of the partners.
- E. To change a sole proprietorship or partnership to a corporation the applicant shall provide the Articles of Incorporation bearing the approval stamp of the Arizona Corporation Commission. If the change is to a foreign corporation, the applicant shall submit documentation of Arizona Corporation Commission approval for the foreign corporation to transact business in Arizona.
- F. To change a partnership to a sole proprietorship, the applicant shall provide documentation of the dissolving of the partnership.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-208. Business and Employee Names

- A. The Department shall not grant a license to an agency with a name that includes "United States," "U.S.," "Federal," or "State of Arizona," or a name that associates the business with any governmental or law enforcement agency. The Department shall not grant a license to an individual or partnership that has a name with the word "corporation," "corp.," "incorporated," "Inc.," or "L.L.C." unless corporate or limited liability corporation papers have been filed with the Corporation Commission. The Department shall not approve a new business name that is similar to a business name of a currently licensed firm.
- B. An agency licensee shall do all business under the name and address that is on file with the Department and noted on the license. The licensee shall include its name and license number on all letterhead and business cards, advertising, contracts entered into with clients, and agency correspondence.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August

5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

ARTICLE 3. REGISTRATION CERTIFICATES**R13-2-301. Repealed****Historical Note**

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Repealed by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-302. Application for Registration Certificate

- A. Applications for associate and employee registration certificates may be presented in person at the Department's licensing office, 2222 W. Encanto Blvd., Phoenix, AZ 85009, by mail to the Phoenix office POB 6638, MD3140, Phoenix, AZ 85005-6638 or the Department's website www.azdps.gov.
- B. The applicant's employer shall verify all information provided by the applicant and verify proof of U.S citizenship or legal resident status with authorization to seek employment. After verification, the employer or the applicant may submit an application.
- C. In addition to providing documentation of the requirements of A.R.S. § 32-2442, the employer shall ensure that each application includes:
 1. A properly completed application form,
 2. Two color photographs suitable for use in making an identification card such as passport photos or 1" x 1 1/4" facial photos, and
 3. One properly completed fingerprint card with classifiable fingerprints.
- D. If applicable equipment and personnel are available, and if the applicant makes a request, the Department personnel shall take an applicant's photographs and fingerprints upon submission of the application and payment of appropriate fees.
- E. An associate or employee registrant shall conduct business and be identified under the name used on the application and the registration certificate. The Department shall not approve a fictitious name for use on an associate or employer registration certificate.
- F. If an applicant is employed by more than one agency, the applicant shall submit an application with the words "Additional Employer" written across the top of the application, submit the fee, and meet the requirements of this Section. If the applicant has submitted a fingerprint card to the Department within less than 365 days, no fingerprint card is required for the Additional Employer application. If the applicant has not submitted a fingerprint card within less than 365 days, the applicant shall submit a new fingerprint card with the application. A licensee or registrant shall provide a new fingerprint card at least every two years.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-303. Expired**Historical Note**

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Section

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expired under A.R.S. § 41-1056(J) at 31 A.A.R. 1283 (April 18, 2025), effective April 1, 2025 (Supp. 25-2).

R13-2-304. Lost or Stolen Registration Certificate or Identification Card

If a registration certificate or identification card is lost or stolen, the registrant shall notify the Department immediately by mail to the Arizona DPS Licensing Unit, POB 6638, MD3140, Phoenix, AZ 85005-6638, the Department's website www.azdps.gov or by telephone (602) 223-2361 and request a new registration certificate or identification card, provide a photo for the identification card as specified in R13-2-202(A)(5) and pay the fee for a replacement card.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-305. Change of Address

A registrant who changes address shall notify the Department in writing within 30 days of the change of address.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-306. Change in Name of Registrant

A registrant whose name has changed shall notify the Department in writing within 30 days of the name change and may request a new identification card. The registrant may mail the notification to the Arizona DPS Licensing Unit, POB 6638, MD3140, Phoenix, AZ 85005-6638 or submit the notification through the Department's website www.azdps.gov. If the registrant comes to the Department in person at 2222 W. Encanto Blvd., Phoenix, AZ 85009, the registrant shall present to the Department a government-issued photo identification card with the new name or court documents recording the name change and the fees. If the registrant sends a request by mail or Internet, the registrant shall provide the Department certified, notarized copies of any court documents with a photo for the identification card as specified in R13-2-202(A)(5) and the applicable fee.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

ARTICLE 4. REGULATION

R13-2-401. Denial of Agency License or Registration Certificate

A. The Department shall notify the applicant of the reason for the denial by mail to the address listed on file at the Department.

The Department shall include in the notification a statement advising the applicant that if the applicant contests denial, the applicant may do so by requesting a hearing with the Private Investigator and Security Guard Hearing Board.

B. The applicant may request an informal settlement conference under A.R.S. § 41-1092.06.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-402. Repealed

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Repealed by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).

R13-2-403. Employee and Business Records

Each licensee shall maintain, at the licensee's principal place of business, a file or record of the name, physical address, title, employment date, and date of termination of each partner, director, business associate, officer, manager, member, and employee for at least five years from the date of termination. The licensee shall make these files and records available for inspection by any peace officer, licensing personnel of the Department's licensing section, or other designated representative of the Department. The licensee shall submit copies of these records and any information pertaining to the records to the Department's licensing section upon request of the Department.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4).

R13-2-404. Complaints

A. A person may make a written complaint against an entity or person regulated under this Chapter by filing the complaint with the Department. The Department may forward a copy of the complaint to the entity or person against whom the complaint has been lodged.

B. At the conclusion of the investigation, the Department shall forward a copy of the complaint, upon request, to the entity or person against whom the complaint has been lodged.

Historical Note

New Section made by final rulemaking at 10 A.A.R. 5190, effective February 5, 2005 (Supp. 04-4). Amended by final expedited rulemaking at 28 A.A.R. 1976 (August 5, 2022), with an immediate effective date of July 15, 2022 (Supp. 22-3).