PRIVATE DETECTIVE LICENSE

OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION


2. Access the licensing portal under Licensing Services on the right hand side by selecting “Click here”

3. Click “Register” under “New Individual Applicant” heading on the left side of the screen.

4. If you have held a professional license, contact a customer service representative at 1.866.270.9817 for assistance with accessing your existing license record.

5. Follow the prompts to register for a new account by entering your personal information and click save

6. Start a new application by clicking “My Applications”

7. Scroll down to locate the application for Private Detective under the “PRIVATE DETECTIVE” section

8. Click “Begin”
   - Select an application type: Private Detective

9. Read the prompt and record the Unique Identifier for your reference

10. Click “Proceed to Application”
   - Please read and follow the instructions under each blue section
   - Click on the small plus sign (+) to view detailed instructions
   - DO NOT click on “Save” unless you will continue the application at a later time
   - Once you complete all the required sections the application will turn green

11. Click “SUBMIT WITH COMMENTS” if you have comments OR “SUBMIT WITHOUT” if you don’t have comments.

12. Click “Complete Affidavit” located at the bottom right of the application
2. Verify that your address, phone number, and email are correct. If you need to make a correction, click “Update Address.”

3. Once you are done correcting the information, return to your application by clicking on “My Applications” and then “Current Applications.”

13. You must agree that all information in the application is true by selecting “Yes.”

14. Click “Proceed to Payment”
   - Enter payment information

15. Agree to the terms and conditions by clicking “Continue.”

16. View receipt and print or keep a copy on your mobile device to present to SOMB – see part 2.

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**NOTE**

YOUR APPLICATION WILL BE IN “OPLA REVIEW” UNTIL YOU COMPLETE ALL OF THE REQUIREMENTS LISTED ON THESE INSTRUCTIONS.
PART TWO: SECURITY OFFICER’S MANAGEMENT BRANCH

LOCAL PRIVATE DETECTIVES:
- Click here to set an appointment to process fingerprints at the Civilian Fingerprinting Section located at:
  300 Indiana Ave. NW
  Room 3054
  Washington, DC, 20001
- Following the fingerprints, responsible party will need to report to SOMB with the documents listed below:
  2000 14th St NW, Suite 302
  Washington, DC 20009
  
  - [ ] Arrest Affidavit – Notarized and dated within 90 days
  - [ ] Authorization to Release Information Form – Notarized and dated within 90 days
  - [ ] Receipt from Civilian Fingerprinting
  - [ ] Confirmation of payment from www.dcopla.com/security (Present on your smart device or print out receipt)

NON-LOCAL PRIVATE DETECTIVES
*The licensing process involves two agencies, as a result, please email OPLA.SECURITY@DC.GOV once you mail both documents and fingerprint cards to their respective addresses below.

If the responsible party on the license IS NOT local, DOCUMENTS must be mailed to:
  Security Officer’s Management Branch
  ATTN: DCRA REPRESENTATIVE
  2000 14th Street NW, Suite 302
  Washington, DC 20009

  - [ ] Arrest Affidavit - Notarized and dated within 90 day [ ] Authorization to Release Form
  - [ ] Confirmation of payment

FINGERPRINT CARDS AND PAYMENT MUST BE MAILED TO MPD CIVILIAN FINGERPRINTING
  - [ ] $35 company check or money order made payable to DC TREASURER
  - (2) Ink FBI fingerprint cards from the local jurisdiction
    Civilian Fingerprinting – AFIS
    300 Indiana Avenue, NW
    Room 3054
    Washington, DC 20001

*NOTE: You may find a blank arrest affidavit document and authorization to release information form on our website: www.dcopla.com/security, or click Arrest Affidavit Authorization to Release Form
  
  ► Navigate to the bottom right corner under the section “Documents and Forms”. Please print out, complete the form out in its entirety, and notarized before submitting.

Should you have any questions, please don’t hesitate to contact a DCRA staff member at the SOMB office (202) 671-0500.