



# CITY OF FAIRBANKS

Revised August 2024  
(DATE STAMP)

## PRIVATE DETECTIVE LICENSE APPLICATION

800 Cushman Street, Fairbanks, AK 99701  
(907) 459-6702 | [cityclerk@fairbanks.us](mailto:cityclerk@fairbanks.us)

TYPE OF APPLICATION:    NEW                      RENEWAL                      FEES DUE/COLLECTED: \_\_\_\_\_

Name:	Other Name(s) Used:	Year of Name Change:
Mailing Address:	Home Phone:	
City, State, Zip:	Work/Cell Phone:	
Physical Address:	Email Address:	
City, State, Zip:	Date of Birth:	SSN:
Previous License(s) Held (City & State):	E-mail Address:	
Place of Birth (City & State):		
How many years of experience have you had as a private detective or in other related fields? _____		

### Application Requirements

**\$75.00\* Non-Refundable Application Fee for New Applications and Renewals**  
**\$400.00\* Biennial License Fee**

\*The City of Fairbanks charges a convenience fee up to 3.6% (minimum \$2.50)  
on credit and debit card transactions not related to garbage collection.

**Current State Driver's License, ID, or Passport**

**City of Fairbanks Business License**

**State of Alaska Business License**

**Digital Headshot Photograph (if Not Applying in Person)\*\***

**\$10,000.00 Bond or Other Approved Financial Security\*\*\***

\*\*Photograph must be a minimum of 1500 x 1500 pixels and must be formatted to fit on license.

\*\*\*A \$20,000 bond for out-of-state applicants is required if the applicant is not licensed in at least two other states.  
Applicants may submit other financial security in place of a bond, subject to City Attorney approval (see FGC 14-131).  
If other financial security is approved, the applicant must ensure that the City is notified of any changes to that security during the licensing period. All required documents must be submitted at the time of application.

### Business Information

Business Name:		
Mailing Address:	Physical Address:	
City, State, Zip:	City, State, Zip:	
Phone Number:	State of Alaska Business License No.:	City of Fairbanks Business License No.:

### Employment History (past 5 years)

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ through \_\_\_\_\_ City/State of Employment: \_\_\_\_\_

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Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ through \_\_\_\_\_ City/State of Employment: \_\_\_\_\_

(Please attach additional pages, if necessary)

### History of Residency

Previous City and State of residence, other than Fairbanks, for the past 8 years:

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

### Citizenship Status

Are you a natural born or fully-naturalized citizen of the United States? \_\_\_\_\_

If not, where did you obtain a permit or visa? \_\_\_\_\_

Date of entry into the United States: \_\_\_\_\_ Alien Registration No. \_\_\_\_\_

### Criminal History

Within the past **8 years** have you had a felony or within **4 years** a misdemeanor conviction for any of the following:

**YES NO**

- Prostitution or promotion of prostitution?
- Any offense under AS Title 11, Chapter 71, Controlled Substances?
- Any felony or misdemeanor which includes as an element of the offense, the use or threat of force upon a person?
- Burglary, felony larceny/theft, fraud, or embezzlement?
- Any sexual offense?
- Two separate felony convictions of any type within the past 8 years?

Are you subject to the registration requirements of AS 12.63 (sex offender or kidnapper)?

An answer of **YES** to any of the above criminal history questions is grounds for denial of a Private Detective License. An applicant may have the right to appeal a denial by the City Clerk after submission of a completed application and payment of the application fee. An Appeal Form can be obtained at the City Clerk's Office. See FGC Section 14-128 to determine if you are eligible for an appeal.

## Applicant's Statement for Private Detective License and Authorization Statement for Criminal History Record Check

I, \_\_\_\_\_, being first duly sworn, depose and state that I am the individual making application for license and that the answers to the foregoing questions and other statements contained herein are true and complete to the best of my knowledge and belief. I understand that any materially false statement on this application may be subject to revocation or denial of a license.

I **certify** that I am a natural born or a fully-naturalized citizen of the United States., that I am at least 18 years of age or older, that I am not addicted to the use of intoxicants or narcotics, that I am of good moral character and repute, that I am not a sex offender or kidnapper subject to the registration requirements of AS Title 12, Chapter 63, that I have read and understand FGC 14.121-133, and that I understand the requirements for licensure.

Further, I hereby authorize the City of Fairbanks to obtain information pertaining to any charges and/or convictions I may have had for violation of municipal, county, state or federal laws. This information will include, but not be limited to, allegations regarding, and convictions for, crimes committed upon minors. I understand that this information will be gathered from any law enforcement agency of this state or any state or federal government, or from third-party providers of information originally obtained from law enforcement or court records.

As an applicant for a private detective license, I hereby attest to the truthfulness of the representations I have made. Except as I have disclosed, I have not been found guilty of, or entered a plea of nolo contendere or guilty to any offense.

I understand that I must be truthful and, if any statement I have made is found to be false, I will be denied the license for which I am making application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public for the State of Alaska

(SEAL)

My Commission Expires: \_\_\_\_\_

The Fairbanks General Code is attached to this application for your convenience; it is provided as a courtesy, but is the distinct responsibility of the Applicant to understand and be compliant with the requirements. Signing of the above Oath acknowledges having read the Code and certifies that he/she understands it. If the Applicant has any questions regarding those responsibilities, the questions should be asked prior to issuance of a license.

Please make all necessary copies for your records before submission of your application to the Clerk's Office. There will be a per page charge for any copying requested in accordance with FGC 2-775. Thank you in advance for your cooperation.

### Administrative Use Only

Approved By:

Date:

Denied By:

Date:

Reason for Denial:

For additional information and/or forms, please visit the City of Fairbanks web site at:  
[www.fairbanksalaska.us](http://www.fairbanksalaska.us)