QUESTIONS AND ANSWERS ABOUT THE EXAMINATION

WHO IS REQUIRED TO TAKE AN EXAM? 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 must pass an examination that covers the provisions 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, which are included with the application package to assist applicants in preparing for the exam, can be reviewed or downloaded from the website.

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 the 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 time frame 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 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).

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 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.

PLEASE BE ADVISED
You should 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.