

## Chapter SPS 32

### PRIVATE DETECTIVE AND AGENCY LICENSE RENEWAL AND REPORTING REQUIREMENTS

SPS 32.01 Authority.  
SPS 32.03 Renewal of license more than 5 years after renewal date.  
SPS 32.04 Change of name.  
SPS 32.05 Transfer of employment.

SPS 32.06 Termination of employment.  
SPS 32.07 Change of owners or officers.  
SPS 32.08 Termination of private detective agency business.

**Note:** Chapter RL 32 was renumbered chapter SPS 32 under s. 13.92 (4) (b) 1., Stats., Register November 2011 No. 671.

**SPS 32.01 Authority.** The rules in this chapter are adopted pursuant to ss. 227.11 (2), 440.05 (7), 440.11 and 440.26 (3), (4), (5), (5m) and (5r), Stats.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; corrections made under s. 13.93 (2) (b) 7., Stats., Register, December, 1994, No. 468; r. and recr. Register, November, 1997, No. 503, eff. 12-1-97.

**SPS 32.03 Renewal of license more than 5 years after renewal date.** A private detective who applies for renewal of a license more than 5 years after the renewal date, as defined in s. 440.01 (1) (dm), Stats., shall successfully pass the licensing examination pursuant to s. SPS 31.04 and pay the fee specified in s. 440.08 (2) (a) 61., Stats.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; am. Register, December, 1994, No. 468, eff. 1-1-95; am. Register, January, 2001, No. 541, eff. 2-1-01; correction made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.

**SPS 32.04 Change of name.** A credential holder shall notify the department in writing within 30 days after a change of name or address.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; am. (1) and r. (2), Register, November, 1997, No. 503, eff. 12-1-97.

**SPS 32.05 Transfer of employment. (1) PRIVATE DETECTIVES.** A licensed private detective who wishes to transfer employment from one private detective agency to another shall submit to the department a transfer application accompanied by the fee specified in s. 440.05 (7), Stats. The licensed private detective may not conduct licensed activity for the new employer until that person has mailed or delivered the transfer application and required fee to the department. Every licensed private detective shall notify the department of the name of the private detective's current employer or employers.

**Note:** Forms are available on request to the Department of Safety and Professional Services, Division of Professional Credential Processing, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708-8935 or accessible for download at the department webpage: <http://dps.wi.gov/Licenses-Permits/Credentialing>.

**(2) PRIVATE SECURITY PERSONS.** A licensed private detective agency shall notify in writing within 5 days of any change in the

information which the agency has provided the department pursuant to s. 440.26 (5), Stats.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; r. and recr., Register, November, 1997, No. 503, eff. 12-1-97.

**SPS 32.06 Termination of employment. (1) PRIVATE DETECTIVES.** A licensed private detective who terminates employment with an employing private detective agency shall send written notice to the department within 10 days after the termination.

**(2) PRIVATE SECURITY PERSONS.** A private detective agency shall notify the department in writing within 5 days after the termination of employment of a private security person.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; r. and recr. Register, November, 1997, No. 503, eff. 12-1-97.

**SPS 32.07 Change of owners or officers. (1) CHANGE OF OWNERS.** (a) If an agency undergoes a change of owner, the former owner shall surrender the agency license to the department within 30 days after receiving written notice from the department of the issuance of a license to the new owner.

(b) The prospective new owner of a licensed agency shall apply for and receive an original agency license before engaging in business.

**(2)** If there is a change in any of the officers of a corporation or members of a partnership or a limited liability company, the agency shall notify the department of the change before new officers or partners take office. Officers or members of an agency shall comply with s. SPS 31.02 (1) (b). This subsection does not apply to a change of registered agent by a foreign corporation holding an agency license, but a copy of any statement required under s. 180.1508, Stats., to be filed with the department of financial institutions shall be filed with the department within 30 days after a change of registered agent.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88; am. (1) (b) and (2), Register, November, 1997, No. 503, eff. 12-1-97; correction in (2) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.

**SPS 32.08 Termination of private detective agency business.** An agency which terminates its business shall notify and surrender the agency license to the department within 30 days after termination.

**History:** Cr. Register, October, 1988, No. 394, eff. 11-1-88.