

RESPONSIBLE AND SUBORDINATE PRINCIPAL DETECTIVE/GUARD DESIGNATION

Access this form via website at: cca.hawaii.gov/pvl

(For Detective or Guard Firms/Agencies Responsible and Subordinate Principal Detective/Guard Employees)

This form is being sent for you to acknowledge the relationship of the detective or guard firm/agency and the "Responsible or Subordinate Principal Detective or Guard" of the detective or guard firm/agency.

The "Responsible principal detective or guard" is one who is employed by the detective or guard firm/agency and who qualified the detective or guard firm/agency for licensure.

An agency may employ more than one principal provided the firm/agency designates a "Responsible" principal who shall be primarily responsible for the direct management and control of the firm/agency's employees and shall be held responsible for the acts of those employees while they are acting within the scope and purpose of the detective or guard firm/agency's business.

Other principals employed but not designated by the firm as the responsible principal shall be referred to as subordinate principals and shall be responsible for specified activities related to the license held.

Your attention is directed to sections 16-97-2 and 16-97-7 of the rules of the Board of Private Detectives and Guards. To obtain a copy of the laws and rules relating to private detectives and guards, send a written request to: Board of Private Detectives and Guards, COMMERCE & CONSUMER AFFAIRS, P.O. Box 3469, Honolulu, HI 96801.

- The laws and rules are also posted on our website at: cca.hawaii.gov/pvl.

Failure of the "Responsible or Subordinate Principal Detective or Guard" to comply with Chapter 463, Hawaii Revised Statutes or of Chapter 16-97, Hawaii Administrative Rules, may result in disciplinary action including fines, and the suspension or revocation of the licenses of both the responsible or subordinate principal detective/guard and the firm/agency.

Name of Sole Proprietor/
Firm/Agency: _____ License No: _____
(Print or Type)

Check One:

- Designating as Responsible Principal Detective/Guard a principal who just received a license.
- Designating as a Subordinate Principal Detective/Guard a principal who just received a license.
- Designating a new Responsible Principal Detective/Guard who holds a License. Lic. No. of Principal Detective/Guard: _____
- Designating a new Subordinate Principal Detective/Guard who holds a License. Lic. No. of Principal Detective/Guard: _____

Date: _____
Signature of Partner, Officer of a Corporation, Manager or Member of LLC of Agency

Date: _____
Signature of Responsible or Subordinate Principal Detective/Guard

Mail completed form to:

Board of Private Detectives and Guards
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

OR

Deliver to office location at:

335 Merchant St., Room 301
Honolulu, HI 96813
(808) 586-3000

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.