

# Instructions for Application Processing Professional Private Investigators Association of Colorado

## Use Attachments, if Necessary

**Please complete on Word Processor application in MS Word.**

*Board of Directors now requires applicants to provide the following with your application:*

**1. Certified, Full (entire record) Colorado Drivers History** (this is the entire record of your drivers license in Colorado) . Certified Full Copies of all Drivers Licenses from out of State are also required. You are required to report Misdemeanor & Felony Traffic offenses such as DWAI, DUI, Wreckless, Causing Injury offenses

**If you are not in Denver, you can order through Delphic Information System, <http://www.delphicinfo.com/>**

**2. Colorado Bureau of Investigation Criminal History.**

**<https://www.cbirecordscheck.com/index3.asp>**

Cost is \$6.85 charged to your credit card, in most cases available immediately.

**3. Cost:** If you have resided in Colorado for last 10 years remit a check, payable to the PPIAC for \$175.00 (\$50.00 is for background check, \$125 Dues Cost)

**If you have resided out of state during the last 7 years, remit a check payable to the PPIAC for \$225.00.**

**4. Digital Image, 1w” x 1.2h” Resolution 300 dpi** emailed to [dana@dh-llc.us](mailto:dana@dh-llc.us) this image will also be used for your ID card if you wish.

**5. Include with your APPLICATION:** Include CBI, Complete Certified Drivers history, application and supporting documentation including ALL Civil & Criminal Court cases, small claims cases & US District Court matters. You may also Email your application to expedite the process, however original signatures are required on the application. Digital Signatures with Certificates may be accepted.

Dana Hoffman  
Hoffman International Investigations, LLC  
777 Washington St., #1006  
Denver, CO 800203

**6. If you have (E&O) Professional Liability Insurance** please provide an accord Certificate of Insurance.

**7. If you are licensed in other countries, or States,** please include a copy of your certification of License.

**8. Please fill in this application completely and** enclose \$175 or \$225, Payable to the PPIAC. If you have lived outside Colorado during the Last 7 years remit \$225.00

**9. Additional questions:** Email Dana Hoffman [dana@dh-llc.us](mailto:dana@dh-llc.us)

**10. Contact Dana Hoffman with any questions at [dana@dh-llc.us](mailto:dana@dh-llc.us) .**