



CRIMINAL PRIVATE INVESTIGATOR APPLICATION

For the Bexar County Criminal District Court Private Investigator List

Date: _____

Name of Company*: _____

License Number*: _____

Name of Applicant*: _____

Name of Owner: _____

Business Address*: _____

Business Phone*: _____ Cell Phone: _____

Is this the primary office location? yes no

If not, in what city is the primary office located? _____

E-mail address*: _____ Website*: _____

Other Information: _____

If you have individuals working under your company license, please list their names here*:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*** This information will appear on the public private investigator list.**

CREDENTIALS

1. Date licensed as a private investigator in Texas: _____
2. License Number: _____
3. Have you ever been convicted of a crime? yes no
If yes, please explain. _____

4. Have you ever been the subject of any State Disciplinary Action? yes no
If yes, please explain. _____

The following documents must be submitted along with this application:

- Copy of TDPS Certificate of License
- Copy of TDPS Investigator ID
- Copy of Certificate of Liability Insurance
- Copy of TDPS Driver’s License
- Reference letter from an attorney on the court appointment lists

QUALIFICATIONS

The following are qualifications for the private investigator list.

- To work on Felony 3g/1st degree level cases, you must have five years of investigative experience in the felony courts.
- To work on felony 2nd degree and felony 3rd degree level cases, you must have four years of investigative experience in the felony courts.
- To work on state jail felony level cases, you must have been licensed as a private investigator for at least two years.

I qualify for and am applying to work:

1st degree/ 3g level cases

2nd/3rd degree level cases

State Jail Felony level cases

EXPERIENCE

Briefly describe your criminal private investigator experience and the type of cases you have worked:

The following are the Fee Schedule Guidelines which relate to investigator invoices. By checking these boxes I acknowledge and accept the following:

Defense attorneys must submit pay vouchers to the courts for investigators. Investigators may not approach a judge directly for payment.

Requests for prior court approval to exceed the maximum stated investigator fees (\$300 for 3rd degrees/State Jail Felonies; \$500 for 2nd degrees; \$750 for 1st degrees; and \$1,500 for a capital case) must be made by the attorney to judge of the court.

An investigator may not approach the judge directly for approval to exceed the maximum fees.

Any interim payments must likewise be submitted through the defense attorney's interim voucher (if an interim voucher is requested).

Note: If you are arrested at any time while you are on the felony private investigator list, you must report your arrest to Criminal District Court Administration by the end of the first business day after arrest.

Attached to this application are these required documents:

- Copy of TDPS Certificate of License
- Copy of TDPS Investigator ID
- Copy of Certificate of Liability Insurance
- Copy of TDPS Driver's License
- Reference letter from an attorney on the court appointments list

I, _____, certify under penalty of law that the above information and facts are true and correct.

EXECUTED on the _____ day of _____, 20__.

Signature of Applicant

**PLEASE RETURN COMPLETED FORM BY EMAIL TO:
lance.aldridge@bexar.org**

**CRIMINAL DISTRICT COURTS ADMINISTRATION
101 W. NUEVA, SUITE 301
SAN ANTONIO, TEXAS 78205**