



Ohio Administrative Code

Rule 4501:7-1-08 License.

Effective: [March 1, 2021](#)

[Comment: Information regarding the availability and effective date of the materials incorporated by reference in this rule can be found in paragraph (M) of rule 4501:7-1-01 of the Administrative Code.]

(A) The license required to be obtained by each licensee under the provisions of section 4749.03 of the Revised Code shall at all times be posted in a conspicuous place in the principal place of business of the licensee.

(1) Licensees shall, within ten days, notify the department of public safety (department) in writing using the "Multiple Change Application" or update online, of any change of address of such principal place of business, or of any change of the business name or trade name designation under which the business is conducted or contact information. A licensee shall not have a name so similar to that of another licensee as to be confusing or likely to mislead the public. A business name or trade name designation can be used by no more than one licensee, except that licensees operating under valid franchise agreements with a lawfully registered franchisor may operate under the same name.

(2) In the event that a business of a licensee is discontinued for any reason, the licensee shall notify the department in writing and immediately return the license and the qualifying agent(s) identification card(s).

(B) Each licensee who maintains one or more branch offices shall obtain a branch office license pursuant to the provisions of division (A) of section 4749.05 of the Revised Code for each of such branch offices by submitting a "Provider Branch Office Application" accompanied by the fee provided for in section 4749.05 of the Revised Code. The fee may be paid by certified check or money order payable to Ohio treasurer of state, or if submitted on-line, may be paid electronically.

(1) Licensees shall, within 48 hours, notify the department in writing using the "Multiple Change Application" or update online of any change of address at such branch office.



(2) In the event of suspension, revocation or nonrenewal of the license under which the licensee is authorized to conduct the business of private investigation or security services, or if such business is discontinued for any other reason, the licensee shall immediately return all branch office licenses to the department.

(C) All licenses shall expire annually on the first day of March following the date of issuance under the provisions of section 4749.03 of the Revised Code.

(1) On the second day of January of each year, the department will notify the licensee by e-mail that the license will expire on March first, and must be renewed after January second and by midnight of March first if the company wants to remain in business.

(2) Each class A, class B, or class C licensee shall submit a "Provider and Qualifying Agent License Renewal" accompanied by the renewal fee provided for in section 4749.03 of the Revised Code or may renew on-line at <http://pisgs.ohio.gov/pisgs.stm>. The fee may be paid by certified check or money order payable to Ohio treasurer of state, or if submitted on-line, may be paid electronically. A passport style photograph, taken within one year of submission, and bearing a reasonable likeness to the qualifying agent (QA) must be submitted with the "Provider and Qualifying Agent Renewal." The QA must continue to meet the qualifications set forth in section 4749.03 of the Revised Code.

(D) Pursuant to sections 4749.03 and 5903.10 of the Revised Code, the holder of an expired license, who was a member of the uniformed services, or the spouse of a member of the uniformed services, shall be granted a renewal of the license at the usual cost and without penalty if either of the following applies:

(1) The license was not renewed because the holder was in active service in the armed forces of the United States or a reserve component of the armed forces of the United States, including the Ohio national guard or the national guard of any other state.

(2) The license was not renewed because the holder's spouse was in active service in the armed forces of the United States or a reserve component of the armed forces of the United States, including the Ohio national guard or the national guard of any other state, and the service resulted in



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the holders absence from this state.

A renewal shall not be granted unless the holder or the spouse of the holder, whichever is applicable, has presented satisfactory evidence of the service member's discharge under honorable conditions or release under honorable conditions from active duty or national guard duty within six months after the release or discharge.