

**14B NCAC 16 .0404      REPORTS**

(a) In addition to the requirements in G.S. 74C-12(a)(20), private investigators shall make and offer to each client a written report containing the findings and details of the investigation within 30 days after the completion of the investigation for which the client has paid the investigator for the services. The licensee shall retain a copy of the written report, and if provided to the client, proof of such delivery.

(b) Descriptive reports, chronological reports, cover letters, and itemized invoices to the client shall be personally signed by a licensee. The file copy shall reflect the names of all participating employees and a description of the work performed by each one. These documents shall be retained by the licensee who signed the report.

*History Note:*      *Authority G.S. 74C-5;*  
                         *Eff. June 1, 1984;*  
                         *Amended Eff. October 1, 2010; July 1, 1987;*  
                         *Transferred and Recodified from 12 NCAC 07D .0404 Eff. July 1, 2015;*  
                         *Readopted Eff. August 1, 2020;*  
                         *Amended Eff. July 1, 2022; July 1, 2021.*