

CLEET PHASE 3 PRIVATE INVESTIGATOR PRACTICE EXAM (SAMPLE) STUDY GUIDE



Prepare with structure. Pass with confidence



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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Which practice helps ensure that financial record access is legitimate?**
 - A. Access records without notice to the owner.
 - B. Obtain legal authorization, define scope, maintain confidentiality, and document access.
 - C. Share credentials with colleagues.
 - D. Access only public information.

- 2. Which item is a guideline for locating information?**
 - A. Use public records and private sources
 - B. Become familiar with the library and its resources
 - C. Establish sources of information before you need them
 - D. Learn and follow established procedures for using public records available at each office

- 3. Which of the following is NOT a characteristic of contracts?**
 - A. Written or Verbal
 - B. Formal or Informal
 - C. Involve Legal Consideration
 - D. Not Legally Enforceable

- 4. When implementing a retention schedule, what should be included?**
 - A. A defined retention schedule specifying timeframes, responsibilities, and disposal procedures aligned with legal and contractual requirements.
 - B. A random set of dates.
 - C. An informal guideline.
 - D. No retention policy is necessary.

- 5. Which of the following is NOT a factor contributing to a properly exposed photograph (according to basic guidelines)?**
 - A. Amount of light
 - B. Size of lens opening
 - C. Shutter speed
 - D. Color temperature

- 6. What is punishment for burglary 2nd degree?**
- A. Not exceed 5 years
 - B. Not exceed 7 years but not less than 2
 - C. Not exceed 9 years
 - D. Not exceed 3 years
- 7. Which of the following is a frequently used source of public record information?**
- A. Employee time sheets
 - B. Business licenses
 - C. Vote registration
 - D. Fire department incident reports
- 8. Which of the following is NOT a basic guideline for preserving fingerprints?**
- A. Expose items to heat to reveal prints
 - B. Avoid touching anything that may contain fingerprints
 - C. Preserve items in a well packaged container
 - D. Send fingerprints to lab for analysis
- 9. Which guideline states 'Obey orders of the judge'?**
- A. Honest and accurate
 - B. Neat in appearance
 - C. Don't guess - okay to say IDK
 - D. Obey orders of the judge
- 10. Which permissible purpose includes connection to credit transaction or account review, employment, professional license, or insurance policy?**
- A. Connection to credit transaction or account review, employment professional license, Insurance policy
 - B. For marketing
 - C. To verify personal acquaintances
 - D. For political campaign contributions

Answers

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1. B
2. B
3. D
4. C
5. D
6. B
7. C
8. A
9. D
10. A

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Explanations

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1. Which practice helps ensure that financial record access is legitimate?

- A. Access records without notice to the owner.
- B. Obtain legal authorization, define scope, maintain confidentiality, and document access.**
- C. Share credentials with colleagues.
- D. Access only public information.

The main idea is that legitimate access to financial records comes from formal authorization and proper controls. When you have legal authorization, you're permitted to request and review the records you need for a specific purpose. Defining the scope prevents overreach, ensuring you only access information relevant to the task at hand and nothing more. Maintaining confidentiality protects sensitive data from unnecessary exposure, which is essential for privacy and security. Documenting who accessed records, when, and for what purpose creates an auditable trail that employers and regulators can review, showing that the access was authorized and appropriate. Accessing records without notice can breach privacy and may be illegal, since you're acting without documented permission. Sharing credentials undermines security and accountability, making it impossible to trace who did what. Accessing only public information misses the core requirement of legitimate access for private financial records, which typically requires authorization even if some information could be public in other contexts.

2. Which item is a guideline for locating information?

- A. Use public records and private sources
- B. Become familiar with the library and its resources**
- C. Establish sources of information before you need them
- D. Learn and follow established procedures for using public records available at each office

Becoming familiar with the library and its resources directly supports finding information. A library is designed to help you locate sources efficiently—you learn how to use the catalog, search databases, access journals and reference materials, and get help from librarians who know where to find specific records. This hands-on familiarity saves time and points you to reliable, relevant sources rather than random searches. The other ideas are useful practices, but they don't target the act of locating information as directly. Using public and private sources is about what you might consult; establishing sources before you need them is about preparation; and learning procedures for using public records focuses on access steps rather than where and how to locate information in the first place.

3. Which of the following is NOT a characteristic of contracts?

- A. Written or Verbal
- B. Formal or Informal
- C. Involve Legal Consideration
- D. Not Legally Enforceable**

Contracts are typically intended to be legally binding; they can be created in writing or spoken, and they can be formal or informal in their structure. A fundamental element that supports a contract is consideration—the exchange of value between the parties—which helps make the agreement enforceable. The idea that a contract is not legally enforceable is not a characteristic of contracts. In practice, when the essential elements are present, a contract creates enforceable rights and duties. Only in specific situations—such as illegality, lack of capacity, or missing terms—might enforceability fail, but that doesn't describe a contract's usual nature.

4. When implementing a retention schedule, what should be included?

- A. A defined retention schedule specifying timeframes, responsibilities, and disposal procedures aligned with legal and contractual requirements.
- B. A random set of dates.
- C. An informal guideline.**
- D. No retention policy is necessary.

A retention schedule must be defined and documented, laying out how long records are kept, who is responsible for each step, and how and when disposal occurs, all aligned with applicable laws and contractual requirements. This creates a consistent, auditable framework that helps ensure compliance, reduces the risk of keeping records longer than needed or destroying them too soon, and protects sensitive information. A random set of dates lacks reliability and accountability; an informal guideline may be too vague to enforce or to ensure compliance; and having no policy at all leaves the organization exposed to legal and operational risks. Therefore, the best approach is a defined retention schedule with clear timeframes, responsibilities, and disposal procedures aligned with legal and contractual requirements.

5. Which of the following is NOT a factor contributing to a properly exposed photograph (according to basic guidelines)?

- A. Amount of light
- B. Size of lens opening
- C. Shutter speed
- D. Color temperature**

Proper exposure is determined by how much light actually reaches the sensor, which you control with the aperture (size of the lens opening), shutter speed (how long the sensor is exposed), and ISO (sensor sensitivity). Color temperature, on the other hand, is about white balance—it affects the color cast of the image, not the amount of light hitting the sensor. So while changing white balance can alter how the scene looks in color, it does not change the exposure level. That's why color temperature is not a factor in achieving a properly exposed photograph. The other three choices directly influence the amount of light captured and thus the exposure.

6. What is punishment for burglary 2nd degree?

- A. Not exceed 5 years
- B. Not exceed 7 years but not less than 2**
- C. Not exceed 9 years
- D. Not exceed 3 years

Burglary second degree is treated as a mid level felony with a fixed sentencing window: not less than two years and not more than seven years. That 2-to-7 year range shows its relative severity—more serious than lower degrees, but not the most severe. The correct option matches this statutory bracket exactly, while the other ranges either cap the sentence too low or too high for this degree. In practice, judges can tailor within that window based on aggravating or mitigating factors, and sentences may run consecutively or concurrently with other offenses, but the permitted range remains 2 to 7 years.

7. Which of the following is a frequently used source of public record information?

- A. Employee time sheets
- B. Business licenses
- C. Vote registration**
- D. Fire department incident reports

Public records are official government-maintained information that investigators regularly consult to verify identity, residency, and locate people. Voter registration lists are designed to reflect who is registered to vote in a given area and include the name and current address of the registrant. Because these records are kept to support elections, they're routinely updated and widely accessible, making them a prime source for quickly confirming a person's residence and locating them across jurisdictions. The other options don't fit as well. Employee time sheets are private personnel records not publicly accessible, so they aren't a general public-record source. Business licenses are public in many places, but they don't consistently provide accurate, up-to-date residence information or be as useful for rapid location work. Fire department incident reports exist in some jurisdictions but are more about specific events and may be restricted or less useful for routine background checks. So, vote registration stands out as the most frequently used public-record source.

8. Which of the following is NOT a basic guideline for preserving fingerprints?

- A. Expose items to heat to reveal prints**
- B. Avoid touching anything that may contain fingerprints
- C. Preserve items in a well packaged container
- D. Send fingerprints to lab for analysis

Preserving fingerprints is about keeping the evidence in its original state and preventing any change or contamination. Exposing items to heat is not a preservation step because heat can alter or destroy the ridge details that define a fingerprint, making them less reliable or impossible to recover. While heat-based development methods exist, they are part of the discovery process, not how you preserve the prints for storage and future analysis. The other practices fit preservation goals: avoiding contact to prevent smudges or oils from hands; packaging items securely to protect them from damage, moisture, and loss; and sending prints to a lab for analysis as part of proper handling and chain of custody after preservation.

9. Which guideline states 'Obey orders of the judge'?

- A. Honest and accurate
- B. Neat in appearance
- C. Don't guess - okay to say IDK
- D. Obey orders of the judge**

The main idea here is recognizing the obligation to follow the court's directions. The guideline that says to obey orders of the judge is the best choice because it directly communicates a mandatory duty for anyone involved in legal proceedings or investigations: comply with the judge's directives, respect the court, and avoid actions that could be seen as contempt. This principle ensures the process remains lawful and orderly, and it helps protect the integrity and admissibility of evidence. The other options describe important traits—being honest and accurate, presenting a neat appearance, and not guessing but saying IDK—but they do not address the specific responsibility to follow a judge's commands, which is a distinct and fundamental expectation in formal proceedings.

10. Which permissible purpose includes connection to credit transaction or account review, employment, professional license, or insurance policy?

A. Connection to credit transaction or account review, employment professional license, Insurance policy

B. For marketing

C. To verify personal acquaintances

D. For political campaign contributions

The key idea is understanding when a consumer report can be accessed under permissible purposes. Legitimate uses include evaluating a credit transaction or reviewing an existing account, making employment decisions, supporting licensing or certification, and underwriting or issuing an insurance policy. Those are exactly the scenarios listed in the correct option, which is why it's the best answer: it matches the recognized permissible purposes for pulling a consumer report. The other options don't fit because they describe uses generally not allowed as permissible purposes for obtaining consumer reports (marketing without the proper consent, verifying personal acquaintances, or political campaign contributions).

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://cieetphase3privateinvestigator.examzify.com>

We wish you the very best on your exam journey. You've got this!

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