



Licensing Division, MS-6006
2664 Riva Road
Annapolis, MD 21401

Towing Company License Application

Police-Initiated Towing: YES NO Nonconsensual Towing: YES NO

Indicate the number of tow trucks: _____

The license applicant is a: corporation, partnership, individual, other:

Specify

Full Name of Applicant(s)

Trade Name of Applicant(s)

Federal Employer ID Number: _____ SDAT# _____

DOT Number: _____ State of incorporation or organization: _____

Business Office:

Physical Street Address _____ *City* _____ *Zip Code* _____

Mailing Address if different than above _____ *City* _____ *Zip Code* _____

Owner of business office property above _____

Storage Facility:

Street Address _____ *City* _____ *Zip Code* _____

Owner of storage property above _____

Redemption Area: (if different than above)

Street Address _____ *City* _____ *Zip Code* _____

Owner of redemption area property above _____

Company Phone #s: Public: _____ Police Use: _____

FAX# _____ E-mail: _____

Days/hours the storage/redemption facility is open: _____

Methods of payment: Credit Cards: YES NO Checks: YES NO Cash: YES NO
 Other _____ ATM on site: YES NO

Credit cards accepted: MasterCard Visa Discover AmerExpress Other: _____

Have you ever held, or do you currently hold a license or contract from a municipal corporation to provide towing services? YES NO (If yes, attach an explanation of the nature of service provided, the name of the business providing that service, the dates of your license contract, the jurisdiction awarding the license or contract and the name and telephone number of a contact person in that jurisdiction).

Within the last five years have you had a license or contract to tow denied, suspended, revoked or canceled? YES NO (If yes, attach a explanation that includes dates, a contact person and all pertinent information).

(Application continues on side 2)

Required Attachments:

1. The full name, date of birth and title of all owners, officers or partners of the applicant and all employees responsible for keeping the business records required for this tow license.
2. A completed ‘Driver Information Sheet’ listing every employee who will operate the towing vehicles under this application to include a copy of the driver’s license, medical card and a current MVA record.
3. Police-Initiated towers must provide a copy of their training program curriculum and evidence of successful completion for each driver hired more than six months before this application.
4. A copy of any employment applications or forms used by the applicant.
5. A sample of any receipts used for payment of towing fees.
6. Zoning certificates of use for the business, redemption and storage facility addresses.
7. A certificate of insurance for each towing vehicle with name of insurance company, agent and phone number.
8. A certificate of insurance and evidence of Workers Compensation coverage for the business, redemption and storage premises with the name of the agent and phone number.
9. A completed ‘Towing Vehicle Specification Sheet’ with a copy of the registration for each towing vehicle.
10. For nonconsensual towers, a list of all parking lots serviced to include name, address and telephone number.
11. A check payable to Anne Arundel County in the appropriate amount: Company Application Fee \$250, plus license fee of \$25 **per vehicle**.
12. A complete explanation of any “yes” responses on this application.

For Police-Initiated Towing, the undersigned hereby acknowledges that he/she has received a copy of the booklet “Policies and Procedures for Police Towing Companies” effective the current license period beginning September 1, 2018. The undersigned also acknowledges the Police Department uses a dispatch system to dispatch & track all tow requests and the use of the system is mandatory. A license shall only be issued to a company in compliance with the tow management company regulations and procedures, including the submission of required forms (W-9 and ACH) to the tow management company. It is further understood that any failure to comply with the policies contained therein or applicable state or county law may be the basis to suspend or revoke the towing license.

In consideration of the granting of this license, the Applicant agrees that he will conform to and abide by all applicable laws, regulations and policies pertaining to this business, and will notify the department immediately in writing of any changes in the information contained herein. The undersigned hereby swears that all of the information contained here is true to the best of his/her personal knowledge and that he/she has received a copy of the regulations and laws under which the license may be issued. It is further understood that any false or misleading information contained herein may be a basis to deny or revoke the license. ***Failure to submit a complete & timely application with all required attachments may result in denial of the license.***

Individual or Partners trading as

By: President

Full Firm Name

Attest: Secretary

Full Corporate Name

Affix Corporate Seal

THIS CERTIFIES that on the _____ day of _____, 20____, before the subscriber, a _____ of the State of Maryland, personally appeared _____, on behalf of the applicant named in this application, and made oath in due form of law that the information therein is true.

Notary Public

Witness my hand and official Seal: