

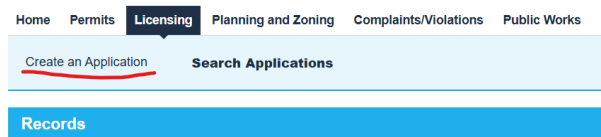
TOW COMPANY APPLICATION

LUN PROCEDURE

If at any time you need to stop, click on the Save and Resume Later button. You can find the temporary record under the Licensing tab listed in your records. Just click on the “Resume Application” link to the right of the record number.

To submit an application for a Tow Company License, log into your Land Use Navigator (LUN) account.

Select the Licensing tab and click on Create Application.



Check the box for the General Disclaimer and Continue Application.

Select Non-Trade and Towing Company License from the drop-down menu then Continue Application.

Click on Select from Account for the Applicant contact. The applicant can be an individual or the organization. Make sure the address is labeled as “Mailing”.

Click on Select from Account for the Business/Organization contact. This information should be the company information and must be an organization type. If operating under a trade name enter the parent company or the trade name. This is what will appear on your license but the trade name should pick up from the custom field information captured in the application.

Once all contact information is complete, Continue Application.

Complete the Custom Field information. Screenshots are included following the instructions below.

If you operate under a trade name you must check Yes and enter the trade name in the indicated field.

Indicate the number of tow trucks to include trucks and rollbacks. The truck types will be broken out later in the application.

If you check yes to the 2 questions that follow the number of trucks, you must attach an explanation. The following notice will pop-up when Yes is checked: **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.**

In the Business Entity Officers section, you must include 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. You can add 1 row at a time or select the number of rows total from the drop down.

Add the hours of operation for each day.

Enter the driver information for each driver.

Once all fields are completed, Continue Application.

Pre Application Info

* Have you previously held a license in Anne Arundel County?: ☐ Yes ☐ No

Application Information

* Applicant Type: --Select--

If Other Please Specify:

* SDAT Number:

* DOT Number:

* Do you operate under a trade name?: ☐ Yes ☐ No

Trade Name:

* Police Initiated Towing: ☐ Yes ☐ No

* Nonconsensual Towing: ☐ Yes ☐ No

* Indicate the number of tow trucks registered to the company:

* Have you ever held or do you currently hold a license or contract from a municipal corporation to provide towing services?: ☐ Yes ☐ No

* Within the last five years have you had a license or contract to tow denied or suspended or revoked or canceled?: ☐ Yes ☐ No

Officers

Business Entity Officers
Individual or Officers of the Business Entity

Showing 0-0 of 0

Name	Title	Address	Date of Birth
No records found.			

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Hours of Operation

Hours of Operation

Showing 0-0 of 0

Day	Start Time	End Time
No records found.		

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Driver Information

Driver Information

Showing 0-0 of 0

First Name	Middle Name	Last Name	Date of Birth	Physical Address	City	State	Zip Code	License state	Drivers License Number	Class	Date of Hire	Medical Expiration Date
No records found.												

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application](#)

Complete the Custom Fields for the Redemption Area, Storage Area, Methods of Payment and insurance. Continue Application.

This will bring you to the truck details. For the number of trucks you entered, complete a row for each truck and rollback in the appropriate category for the truck type. When information for each truck has been entered, Continue Application.

Under the Signature Block, check the box enter your title, name and the date application completed.

Scroll down and Add the required attachments as follows:

All companies must submit a Certificate of Insurance, copy of Employment Application, copy of receipts, driver information outlined below and a copy of the registration for each truck. You can upload a .pdf containing a copy of each truck registration.

For each employee who will operate the towing vehicles listed on this application, you must attach a copy of their driver's license, medical card and a current MVA driving record. Label as Other Documentation. These can be uploaded as one document as well.

If you checked yes to the questions requiring a statement, attach the explanation and label it as Other Documentation.

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.

Nonconsensual towers must attach a list of all parking lots serviced to include name, address and telephone number. Updated lists shall be provided via email to licensemailbox@aacounty.org within three business days of the change.

Once all attachments have been labeled and saved, Continue Application.

Upon approval and issuance of this license, a copy of the license must be placed in each truck along with a copy of the fee schedule. A copy of the [fee schedule](#) can be found on the Anne Arundel County Police Department 's [Community Outreach website](#).

A Zoning Certificate of Use is required for the business, redemption and storage facility addresses. A copy must be provided with new applications.

When drivers or trucks are added or need to be removed, notification must be sent to the Licensing Division and Corporal Grover via email to licensemailbox@aacounty.org and p91533@aacounty.org.

All trucks must be inspected during the scheduled annual inspections by the Police Department. Approved trucks will be issued a decal for the current licensing year.

Upon approval and issuance of a license, Police towers will be provided with a copy of the Police Tow Manual. Nonconsensual towers will be provided with a copy of the Nonconsensual Tow Manual.