



SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING



TOW DRIVER & IMPOUND PROVIDER INFORMATION SHEET

The City of San Diego Police Department Licensed Tow and Impound Agreement(s) states you must have a valid City issued Police Authorized Towing & Impound Company identification card to perform towing services for the San Diego Police Department. You are responsible for being familiar, complying with, and adhering to all the rules, regulations, and specification related to the Licensed Tow and Impound Providers as outlined in the RFSQ, the San Diego Police Department Managed Towing Operations Manual; and any awarded Tow Agreement(s). Copies of the documents may be obtained from the City's Purchasing & Contracting Office Clerk's office located at 1200 Third Avenue, Suite 200 San Diego, CA. 92101-4195, Telephone # (619) 236-6000, or via the City's website: <http://www.sandiego.gov> (Department, Purchasing, Bids-Contracts).

Tow Driver/Provider - means any person who is currently employed by a qualified Tow Provider selected by the City of San Diego Police Department to provide towing services under a Tow Agreement and who is tasked with carrying out the day-to-day operations, including, but not limited to driving and/or operating approved tow truck and equipment as specified by the San Diego Police Department Managed Towing Operation Manual, engaged in the management, ownership, partnership, or having lawful interest in a qualified Licensed Tow Provider (LTP).

Impound Operator/ Provider- means any person who is currently employed by a qualified Tow provider selected by the City of San Diego Police Department to provide towing, impound, storage, release, and disposal services under a Tow and/or Impound Agreement and who is tasked with carrying out the day-to-day operations, including, but not limited to the management, ownership, partnership, or having lawful interest in a qualified Licensed Impound Provider (LIP).

ALL NEW APPLICATIONS MUST BE SUBMITTED IN PERSON TO THE OFFICE OF THE CITY TREASURER located at 1200 Third Avenue, Suite 100, San Diego, CA 92101. For questions, contact the Business Tax Program at: (619) 615-1500.

YOU MUST PROVIDE THE FOLLOWING WHEN APPLYING FOR THE ABOVE MENTIONED POLICE ID CARD

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED

- **POLICE TOW DRIVER/IMPOUND PROVIDER APPLICATION** - Fill out the application completely. Be sure to specify which Permit Type you are applying for. A thirty (30) day investigation period begins at the time the application is submitted. A criminal records check will be made on each applicant.
- **LIVE SCAN FINGERPRINTS** - **Required** for all new applicants. The San Diego Municipal Code states Fingerprints must be taken by a Governmental Agency. See attached list of authorized locations. Fill out the attached applicable (Tow Driver/Impound Provider) "Request for Live Scan Service" form and bring it with you to a Live Scan agency. Return your completed application to the Office of the City Treasurer so your application can be processed. **The completed "Request for Live Scan Service" form is valid for only thirty (30) days from the date your fingerprints were taken. After thirty (30) days you will be required to re-do your Live Scan fingerprints. All applicable Live Scan Fees are paid by applicant.**
- **IDENTIFICATION** - A current U.S. government issued photo identification card (i.e. Military I.D., U.S. Passport) is required along with a valid California Driver's license listing all applicable vehicles and equipment endorsements.
- **FEES** - Cash, checks, and credit cards are accepted. Please make checks, money orders, and cashier's checks payable to the **City Treasurer**.
- **PHOTOGRAPHS** - Photo ID will be taken at the time of application at the Office of the City Treasurer. The ****Photo ID Fee (\$16.00)** is non-refundable.

All City issued identification cards for authorized Tow Driver and Impound Providers expire one year after issuance. All expired identification cards must be returned the San Diego Police Department Tow Administration Unit without delay. Regulation and enforcement will continue to be performed by The San Diego Police Department.

POLICE PERMIT APPLICATION – TOW DRIVER/IMPOUND PROVIDER



SUBMIT FORM IN PERSON AT:
OFFICE OF THE CITY TREASURER
1200 THIRD AVE SUITE 100, SAN DIEGO, CA 92101
(619) 615-1500



PLEASE COMPLETE ALL SECTIONS IF APPLICABLE
(TYPE OR PRINT LEGIBLY)

PERMIT TYPE: _____ PERMIT NUMBER (D/L): _____

Applicant's Full Name: _____
Last First Middle

Date of Birth: _____ Driver's License #: _____ State: _____

Residence Address: _____ City, State, Zip Code: _____

Mailing Address: _____ City, State, Zip Code: _____

Residence Phone #: _____ Cell Phone #: _____

Social Security #: _____ Email Address: _____

Eyes: _____ Hair: _____ Height: _____ Weight: _____ Race: _____ Sex: _____

Tow Business Where Applicant Expects to be Employed:

Business Name: _____

Business Address: _____ City, State, Zip Code: _____

1. List similar permits or licenses issued by any agency or board, or any city, county, state or federal agency in the past five (5) years. IF NONE, INITIAL HERE: _____

TYPES OF LICENSE	LICENSE NUMBER	DATES HELD	CITY AND STATE
1.		FROM TO	
2.		FROM TO	
3.		FROM TO	

FOR OFFICE USE ONLY

Application Date: _____ Corresponding Permit #: _____ Received by: _____ Live Scan Rec: _____

Approving Officer: _____ Date: _____

2. **Have you ever had any permit or license issued by any agency or board, or any city, county, state or federal agency suspended or revoked?** *Yes No*

If yes, please complete below:

CITY/STATE	DATE OF SUSPENSION OR REVOCATION	REASON
1.		
2.		
3.		

3. **List all criminal convictions, excluding infractions. Include pleadings of guilty to a lesser charge in satisfaction of, or as a substitute for, an original charge, and pleadings of *nolo contendere*. Expunged convictions must be listed per California Penal Code section 1203.4(a).**

IF NONE, INITIAL HERE: _____

	CHARGE	DATE CONVICTED	LOCATION OF COURT
1			
2			
3			
4			
5			
6			

*For additional info in any section, please use separate sheet(s).

4. Have you been arrested in the last five years? _____

5. Has a notify warrant been issued against you in the last five years? _____

If you answered "YES" to questions #4-5, please provide details below:

I declare under penalty of perjury that the statements made herein are true and correct to the best of my knowledge and belief.

APPLICANT'S SIGNATURE

DATE OF APPLICATION

REQUEST FOR LIVE SCAN SERVICE

BCII 8016 (3/07)

Applicant Submission

ORI: CA0371100 Type of Application: Permits and Licensing
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: _____

Agency Address Set Contributing Agency:

San Diego Police Department 08228
Agency authorized to receive criminal history information Mail Code (five-digit code assigned by DOJ)

P.O. BOX 121431 - MS 732 SDPD TOW ADMINISTRATION UNIT
Street No. Street or PO Box Contact Name (Mandatory for all school submissions)

San Diego California 92112-1431 (858) 495-7830
City State Zip Code Contact Telephone No.

Name of Applicant: _____
(Please print) Last First MI

Alias: _____ Driver's License No: _____
Last First

Date of Birth: _____ Sex: Male Female Misc. No. BIL - APPLICANT TO PAY
Agency Billing Number

Height: _____ Weight: _____ Misc. Number: _____

Eye Color: _____ Hair Color: _____ Home Address: _____
Street No. Street or PO Box

Place of Birth: _____
City, State and Zip Code

Social Security Number: _____

Your Number: _____
OCA No. (Agency Identifying No.)

If resubmission, list Original ATI Level of Service: DOJ FBI
 Number: _____

Employer: (Additional response for agencies specified by statute)

Not Applicable
 Employer Name

Street No. _____ Street or PO Box _____ Mail Code (five digit code assigned by DOJ) _____
City State Zip Code ()
 Agency Telephone No. (optional) _____

Live Scan Transaction Completed By: _____
Name of Operator Date

Transmitting Agency _____ ATI No. _____ Amount Collected/Billed _____

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Eye Color: _____ Hair Color: _____ Home Address: _____
Street No. Street or PO Box

Place of Birth: _____
City, State and Zip Code

Social Security Number: _____

Your Number: _____
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Employer Name

Street No. Street or PO Box Mail Code (five digit code assigned by DOJ)
()
City State Zip Code Agency Telephone No. (optional)

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Name of Operator Date

Transmitting Agency _____ ATI No. _____ Amount Collected/Billed _____

Live Scan Fingerprint Information

Municipal Code §33.0304 - Applicant and Employees to Furnish Fingerprints and Photographs

For the purpose of investigation and for regulation of the occupation or business during the time it is licensed, applicants, *responsible persons*, managers, or *employees* may be required to furnish their fingerprints and photographs. ***Fingerprints must be taken by a governmental agency.*** The *Chief of Police* shall forward the fingerprints to the Identification Division of the State of California, Department of Justice, or the Federal Bureau of Investigation, for identity confirmation and criminal histories.

The following are acceptable US Governmental Agencies located in San Diego County:

CHULA VISTA

Chula Vista Police Department
315 Fourth Avenue
Chula Vista, CA 91911
Contact: (619) 409-5954
M - F, 8am-12pm, **Appointments Only**
M - F, 1pm-4pm, **Appointments Only**
www.chulavistapd.org

LA MESA

La Mesa Police Department
8085 University Avenue
La Mesa, CA 91942
Contact: (619) 667-7592
M - F, 9am - 430pm
Appointments/Walk-In
***Hours may vary. Call to confirm.**

SAN DIEGO – LSID X54/ML1

San Diego Community College Police
1536 Frazee Road, 1st Floor
San Diego, CA 92108
Contact: (619) 388-6416
M - F, 8am-4pm, **Appointments Only**