



**SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING**



**TOW DRIVER/IMPOUND PROVIDER RENEWAL INFO 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).

**RENEWAL 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 RENEWING THE POLICE ID CARD**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- [POLICE TOW DRIVER/IMPOUND PROVIDER RENEWAL 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.
- [IDENTIFICATION](#) - A current 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 (\$15.00)** 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 to 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 RENEWAL 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
			FROM	TO	
1.					
2.					
3.					

**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