

## SALT LAKE POLICE DEPARTMENT ROTATION APPLICATION

The Salt Lake Police Department has established a Towing Rotation List in order to assist with towing vehicles from traffic accidents, towing disabled or inoperable vehicles.

Being on the Towing Rotation list is a privilege and not a right. To be eligible to be on the Towing Rotation List, towing companies must fill out the Towing Rotation Application and must agree to comply with the rules and regulations as set forth in this Towing Rotation Application. Towing companies on the Towing Rotation list must also follow all federal and state laws and regulations pertaining to towing companies. Failure to comply with the terms of this Application or applicable federal and states laws and regulations may lead to sanctions against the towing company as described in the Application.

The applicant must read each page and ensure the information given is complete and accurate. The company and all employees are bound by all provisions of the Application, the company understands the requirements to be placed on and remain on the Towing Rotation list, the company accepts the conditions of the Application, and the company accepts responsibility for the actions of its owners, agents, employees and tow truck passengers as they relate to the Application and do so with the full understanding that inclusion on the Towing Rotation list is voluntary and a discretionary privilege extended by the Salt Lake Police Department and is not a legal right.

**Falsification of any portion of this Application or in the documentation provided in support of the Application shall be cause for immediate suspension from the Towing Rotation List and may be charged as a separate criminal offense.**

### **Minimum requirements for rotation consideration**

The company making application is located within the geographical boundaries of Salt Lake City.

The company must have at least one agency approved yard in Salt Lake City.

The Company making application is a separate and distinct entity and does not share any of the following with another company: tow trucks, tow truck operators, telephone numbers, business licenses or insurance policies.

# SALT LAKE POLICE DEPARTMENT ROTATION APPLICATION

## APPLICATION CHECK LIST

### INCOMPLETE APPLICATIONS WILL BE DENIED

#### COMPANY INFORMATION:

- Business License for place of business and each yard (or receipt for same if actual license has not been received) showing that company is licensed as a towing company and has paid all applicable regulatory fees.
- Certificate of Liability Insurance in an amount of at least \$1,000,000.00 showing as a CERTIFICATE HOLDER:  
Salt Lake City Corporation: 451 S State Street Room 225, Salt Lake City, Utah 84111
- Certificate of Workers Compensation Insurance showing as a CERTIFICATE HOLDER (same as above)
- Signed and completed application

#### EACH TOW TRUCK

- Utah DMV Registration Certificate for each tow truck to be used on rotations.
- UDOT Inspection Form and Certification for each tow truck with date of issue clearly visible.
- Salt Lake City Inspection sticker

#### EACH OPERATOR

- A BCI Criminal History Report that shows "Criminal History Verified" and has the Arrest History attachments. Arrests that do not have dispositions listed may not be acceptable for the background check unless the court summary is attached showing disposition of charges.
- Driver License Record from DLD must have state watermark (online won't be accepted).
- Color photocopy of Driver License.
- Photocopy of valid Utah Medical Card as required by UDOT.
- Photocopy of towing certification.

#### Each Lot/Yard

- Photo of yard fence, signage, and on-site office.

# SALT LAKE POLICE DEPARTMENT ROTATION APPLICATION

## COMPANY INFORMATION

Application Date \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ City and Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City and Zip \_\_\_\_\_

\* E-Mail Address \* \_\_\_\_\_ (Mandatory)

Business Phone Day \_\_\_\_\_ Night \_\_\_\_\_ Cell \_\_\_\_\_

Radio Dispatched Yes  No  Fax # \_\_\_\_\_ Auto  Manual

Business Ownership Proprietorship  Partnership  Corporation

Business Owner (s)

Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

SALT LAKE POLICE DEPARTMENT ROTATION APPLICATION

**TOW TRUCK OPERATORS**

Business Name \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Years of Experience \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Med Card Exp \_\_\_\_\_ \*NDCP Certified Yes  No

**OFFICE USE ONLY: BC/UCCH DL REC DL MED-CARD TOW TRUCK CERTIFICATION**

Name \_\_\_\_\_ DOB \_\_\_\_\_ Years of Experience \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Med Card Exp \_\_\_\_\_ \*NDCP Certified Yes  No

**OFFICE USE ONLY: BC/UCCH DL REC DL MED-CARD TOW TRUCK CERTIFICATION**

Name \_\_\_\_\_ DOB \_\_\_\_\_ Years of Experience \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Med Card Exp \_\_\_\_\_ \*NDCP Certified Yes  No

**OFFICE USE ONLY: BC/UCCH DL REC DL MED-CARD TOW TRUCK CERTIFICATION**

Name \_\_\_\_\_ DOB \_\_\_\_\_ Years of Experience \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Med Card Exp \_\_\_\_\_ \*NDCP Certified Yes  No

**OFFICE USE ONLY: BC/UCCH DL REC DL MED-CARD TOW TRUCK CERTIFICATION**

Attach additional sheets as necessary.

SALT LAKE POLICE DEPARTMENT ROTATION APPLICATION

**TOW TRUCKS**

Business Name \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Class \_\_\_\_\_ LienHolder \_\_\_\_\_

Utah License \_\_\_\_\_ Expires \_\_\_\_\_ VIN \_\_\_\_\_

Type of Carrier (circle all that apply): Required Flat Bed Optional 4x4 Heavy Duty

**OFFICE USE ONLY: UDOT INSP DMVREG**

Year \_\_\_\_\_ Make \_\_\_\_\_ Class \_\_\_\_\_ LienHolder \_\_\_\_\_

Utah License \_\_\_\_\_ Expires \_\_\_\_\_ VIN \_\_\_\_\_

Type of Carrier (circle all that apply): Wheel Lift Flat Bed 4x4 Heavy Duty

**OFFICE USE ONLY: UDOT INSP DMVREG**

Year \_\_\_\_\_ Make \_\_\_\_\_ Class \_\_\_\_\_ LienHolder \_\_\_\_\_

Utah License \_\_\_\_\_ Expires \_\_\_\_\_ VIN \_\_\_\_\_

Type of Carrier (circle all that apply): Wheel Lift Flat Bed 4x4 Heavy Duty

**OFFICE USE ONLY: UDOT INSP DMVREG**

Year \_\_\_\_\_ Make \_\_\_\_\_ Class \_\_\_\_\_ LienHolder \_\_\_\_\_

Utah License \_\_\_\_\_ Expires \_\_\_\_\_ VIN \_\_\_\_\_

Type of Carrier (circle all that apply): Wheel Lift Flat Bed 4x4 Heavy Duty

**OFFICE USE ONLY: UDOT INSP DMVREG**

Year \_\_\_\_\_ Make \_\_\_\_\_ Class \_\_\_\_\_ LienHolder \_\_\_\_\_

Utah License \_\_\_\_\_ Expires \_\_\_\_\_ VIN \_\_\_\_\_

Type of Carrier (circle all that apply): Wheel Lift Flat Bed 4x4 Heavy Duty

**OFFICE USE ONLY: UDOT INSP DMVREG**

Attach additional sheets as necessary.

# SALT LAKE POLICE DEPARTMENT ROTATION APPLICATION

## STORAGE YARDS

All of the yards listed must have a yard office that is staffed and open for business during normal business hours, Monday thru Friday **OR** an employee can respond to the yard within 20 minutes to release a vehicle.

Address \_\_\_\_\_ Yard Phone \_\_\_\_\_

On Site -Yard Operator Name \_\_\_\_\_ DOB \_\_\_\_\_

Circle One            Own            Lease            Rent

**OFFICE USE ONLY:    BUS LIC            AGREE            YARD PHOTOS**

Address \_\_\_\_\_ Yard Phone \_\_\_\_\_

On Site -Yard Operator Name \_\_\_\_\_ DOB \_\_\_\_\_

Circle One            Own            Lease            Rent

**OFFICE USE ONLY:    BUS LIC            AGREE            YARD PHOTOS**

Address \_\_\_\_\_ Yard Phone \_\_\_\_\_

On Site -Yard Operator Name \_\_\_\_\_ DOB \_\_\_\_\_

Circle One            Own            Lease            Rent

**OFFICE USE ONLY:    BUS LIC            AGREE            YARD PHOTOS**

Address \_\_\_\_\_ Yard Phone \_\_\_\_\_

On Site -Yard Operator Name \_\_\_\_\_ DOB \_\_\_\_\_

Circle One            Own            Lease            Rent

**OFFICE USE ONLY:    BUS LIC            AGREE            YARD PHOTOS**

# SALT LAKE POLICE DEPARTMENT ROTATION APPLICATION

## DEFINITIONS

As used in this application.

"Agency" means Salt Lake Police Department..

"Company" means the towing company making application for rotation.

"Coordinator" means the agency rotation coordinator

"Operator" means an approved tow truck driver/operator.

"Yard" means a storage yard.

"Normal Business Hours" means 8:00 A.M. to 5:00 P.M., Monday thru Friday, excluding Holidays.

## TERMS, CONDITIONS, PROCEDURES, AND AGREEMENT

### The Company

- The rotation approval expires each year in conjunction with your business license application.
- The company is responsible and will ensure that employees are aware of and comply with the requirements of this application.
- The company will ensure that all operators, assistants and trainees have sufficient experience and/or training in currently recommended towing techniques and are capable of performing their duties in a lawful, safe, proper, and effective manner.
- The towing company shall accept payment offered in cash or by major credit or debit card, but shall not be obligated to accept checks and shall maintain sufficient cash on hand to make change of up to Fifty-Five dollars (\$55).
- The company will be available 24-hours a day, 7-days a week. When requested by the agency to tow and/or store a vehicle, the **operator shall respond within the maximum twenty-minute time frame** (except heavy duty).
- A company that does not respond to a rotation call will be subject to suspension from the rotation.
- The day and night business phone number shall be answered in the name of the company making application.
- In order to aid in communication, each company shall have an answer machine that will automatically receive any call that is placed to it.
- The company shall notify Salt Lake City Business Licensing in writing within 10 days of any changes in the information submitted in this application, i.e., operator's terminations, retired trucks, phone numbers, etc. If the company desires to make an addition to the information submitted in this application, i.e. new operator, new yards, new trucks, etc, after the final approval letter has been issued, the company shall submit a new signed page with the additional information to Business Licensing. Any new operators, yards, tow truck operators, trucks, etc, are **not** to be used until the proper paperwork has been filed and approved. If a tow company is found to use any operators, yards, trucks, etc. that have not been approved, this will be cause for suspension of the company.

## SALT LAKE POLICE DEPARTMENT ROTATION APPLICATION

- Only those companies that have been called from the towing rotation list may respond to a SLCPD tow request. Towing companies that have not been specifically called may not respond on behalf of another tow truck company regardless of the circumstances. Responding tow truck companies that have not been called shall be placed on the bottom of the towing rotation list.
- The company will maintain complete and accurate records of all agency rotation tows and shall provide the coordinator with such records as requested. Failure to maintain such records will result in an immediate suspension of the company from the rotation.
- The company shall respond with its own equipment that is permanently marked as such and will not use other towing company equipment on a "Temporary Lease" or substitute or backup basis.
- The company shall submit to unannounced tow truck equipment inspections by the agency and must successfully pass said inspections in order to remain on the rotation. The company shall submit to unannounced yard inspections during normal business hours (8:00 a.m. to 5:00 p.m.) by the agency during the course of the rotation year for each yard used to store towed vehicles and must successfully pass said inspections to remain on rotation.
- UDOT has clarified charging of fees other than those allowed in 72-9-603 to mean that the imposition of other fees, regardless of the name given to describe them, violates this law. One exception has been granted for a reasonable after hour gate fee as long as a signed waiver is obtained from the owner indicating consent to pay this additional fee. Charging unauthorized fees will result in an immediate suspension of the company from the rotation.
- The company shall ensure that tow truck operators provide only those services that are necessary or requested and shall, at the time of the tow, provide the owner or driver (if present at the scene) of the vehicle: The location where the vehicle will be stored, a copy of the current rate schedule and the terms of the vehicle recovery.
- The company shall ensure that once the operator is given control of the vehicle at the tow site, notation is made on the invoice, of the description of any property that is removed from the vehicle, and the name of the person removing it. The **start date/time** or time dispatched and en route, and **end date/time** or time towed vehicle is delivered to the storage yard, removed from the tow truck and associated paper work is finished, shall be written on all service tickets **by the operator** at the time of the tow. All time shown must be directly attributed to the towing assignment and must be reasonable and consistent with the location of the tow and the type of tow.
- The company shall make every effort to resolve legitimate claims for damage or theft that are obviously related to the towing and/or storage of the vehicle and shall do so in a timely manner. Vehicles that are damaged as a result of the tow will result in an immediate suspension of the company from the rotation.
- A notification to the agency from the insurance provider that the company insurance policy has been cancelled shall result in the immediate suspension of the company from the rotation. In as much as the company receives the same notification, no notice of suspension will be provided. If the cancellation was the result of a change in insurance providers, it is the responsibility of the company to provide the coordinator with a Certificate of Insurance from the new company as soon as possible.



## SALT LAKE POLICE DEPARTMENT ROTATION APPLICATION

- The company shall ensure the Coordinator is provided evidence of Workers Compensation Insurance and shall maintain said coverage throughout the rotation year. **The Exclusion Waiver Endorsement (a statement that you do not want workers compensation on yourself and that you have no employees) is not acceptable.**
- Any threat made by a company employee to a member of the public, or an agency employee will result in an immediate suspension of the company from the rotation.
- The company shall ensure that operators do not leave the scene of a rotation call on a traffic accident until all debris, oils, and radiator fluids (including all absorbent material) have been properly removed from the roadway as coordinated by an officer at the scene.
- The company shall provide renewal copies of business license, insurance, registration, and driver certificates at the time the business license, insurance, registration, and/or driver certificates is renewed.

### TOW TRUCK OPERATORS

Operators shall comply with state and city laws and regulations when engaged in rotation towing for the agency.

Each truck operator that responds to rotation calls shall be issued an agency photo identification card only upon compliance with the criteria listed below as evidenced by a background check completed by the agency

- (1) Shall not have been convicted within the last five (5) years, including a plea in abeyance, of any felony or misdemeanor crime involving violence, moral turpitude, weapons, or illegal use of any substance.
- (2) Shall not have been convicted of any other crime that when considered with the duties and responsibilities of an operator and as set forth in this application is considered by the agency to indicate that the best interests of the public are not served by granting the operator permission to respond to law enforcement tows.
- (3) An operator shall not have had driving privileges under revocation or suspension within **two (2)** years of the date of application.

Each operator that responds to rotation calls shall obtain and carry upon their person and in plain view, a valid agency photo identification card. The card remains the property of the agency and shall be surrendered to the agency upon any change in company or upon termination. A \$25 fee will be charged for the initial issued identification card and a \$25 fee will be charged to replace a lost card. Each operator must turn identification card/badge in to the company when no longer employed with them. The company is responsible to make sure the Identification Card/badge is returned to the agency. The company shall **not** destroy Identification Cards/badges or throw them away. The company shall not let Identification Card/badge be used by any driver other than the driver the badge was issued to. Each operator will be approved as tow truck operator for (1) one tow company only and will not be allowed or approved to tow for more than one tow company at any given time to include company owners. In order for tow truck operators to be approved as tow truck operators for another company, they must first surrender the current agency badge issued to them for any other company prior to approval as tow truck operator for any new tow company.

When responding to rotation tows, each operator will wear fully visible, company shirt or jacket imprinted with the first name of the operator and the name of the towing company and an approved traffic safety vest.

Serious operator error will result in an immediate suspension of the company from the rotation. The coordinator shall determine if a violation is serious.

## SALT LAKE POLICE DEPARTMENT ROTATION APPLICATION

Using an unauthorized operator on a rotation call will result in an immediate suspension of the company from the rotation.

Operating a tow truck in violation of the law will be cause for immediate suspension of the company from the rotation.

### **TRUCKS AND EQUIPMENT**

Each tow truck shall comply with the Safety Equipment Requirements as established by the Utah Department of Transportation and referenced at the Web Site Address of <http://www.udot.utah.gov> and said equipment shall be permanently marked and specific to the truck.

Each tow truck shall comply with the following additional equipment requirements as established by the agency, and said equipment shall be permanently marked, specific to the truck:

The company shall ensure operator compliance in that each tow truck that responds to the tow of a motorcycle shall be so equipped as to provide for one person loading and safe and secure upright transport of the motorcycle.

Each tow truck shall be registered in the name of the company and/or owner, and the address shown on the registration must be the same as the company address listed on the business license.

For the purposes of the rotation, the company name, city, state, and UDOT number must be permanently marked on the vehicle.

Using an unauthorized tow truck on a rotation call will be cause for immediate suspension of the company from the rotation.

### **STORAGE YARD/ LOT**

Yards/Lots shall be in compliance with all state and city laws and regulations.

Yards used by the company for rotation purposes:

- (1) Shall during normal business hours, respond to the yard within 20 minutes or shall respond by appointment at the discretion of the vehicle owner or authorized agent;
- (2) Shall, not charge the vehicle owner or authorized agent an additional fee for responding to the yard during normal business hours for purposes of:
  - i- releasing a vehicle,
  - ii- releasing personal property contained within the vehicle,
  - iii- inspecting condition of the vehicle;
- (3) Shall not require the vehicle owner or authorized agent to respond to more than one towing company location to arrange for and obtain the release of the vehicle,

The company shall provide owner access, as outline in State laws, to vehicles towed, subject to a rotation call, on a 24-hour, 7-days a week basis and the fee for other than regular business hours retrieval shall be reasonable and shall not exceed that allowed by statute. The company shall obtain a signed waiver from the owner indicating consent to pay the after hour release fee.

Yards that experience frequent problems with theft from, or vandalism to towed or stored vehicles will be removed from the rotation.

## SALT LAKE POLICE DEPARTMENT ROTATION APPLICATION

Vehicles shall not be towed to a yard other than the appropriate approved yard or transferred from said yard without prior notification and approval of the Coordinator.

The subject vehicle will be towed to the city approved rotation area yard owned by the company. Unless, the owner or operator of the vehicle requests that the vehicle be taken to another location in which case the request will be honored upon satisfying the lawful towing company requirements for payment for services.

All property removed from towed vehicles by the company for "safe keeping" must be listed on the invoice that is to be received by the vehicle owner. A company that follows this practice must have a company policy in place and must provide a copy of such to the Coordinator. Policy should include: Type of property, where it will be kept, who will be responsible for making certain that it is returned to the owner, who will release the property, only property not attached to the vehicle, etc.

The company shall ensure that the storage yard operator maintains a log of individuals who have been given access to vehicles for the purpose of removing personal property and such log shall show the name, vehicle, date, time, and receipt number.

Using an unauthorized yard/lot will be cause for immediate suspension of the company from the rotation.

### **COMPLAINTS**

The company shall cooperate with the coordinator in any inquiry regarding an allegation of the violation of any part of this agreement.

As a matter of practicality, the enforcement of certain articles in the agreement occurs primarily as violations are brought to the attention of the coordinator.

### **SUSPENSION**

The agency has an obligation to the public regarding the safety of vehicles and contents when towed and stored at agency request and by an agency Rotation Tow Truck. When circumstances warrant, it will be necessary to immediately suspend a towing company from the rotation and remain on suspension until the situation can be thoroughly investigated and an appropriate and fair decision rendered.

Actions that result in an immediate suspension or a suspension for non-compliance include but are not limited to:

- Operating unsafe tow trucks.
- Serious operator error.
- Charging unauthorized fees such as a processing fee, or business hours gate fee.
- Threats, foul language, unprofessional conduct.
- Vehicle damage sustained during the towing process.
- Operating in violation of law.
- Expiration of liability or workers compensation insurance.
- Using unauthorized operators on rotation calls.
- Using unauthorized tow trucks on rotation calls.
- Failure to maintain complete and accurate records of rotation towed vehicles.
- Yard does not have an office on site.
- Magnetic signs being used on the tow trucks.
- Using a storage yard other than those approved and included in the application.
- Requesting or demanding vehicle owner sign any financial responsibility disclaimers.

## SALT LAKE POLICE DEPARTMENT ROTATION APPLICATION

A company, yard, truck or driver will be suspended from the rotation for practices determined by the coordinator to be unlawful, unreasonable, or otherwise not in the best interest of the public.

A violation of any part of this agreement will be cause for suspension from the rotation.

If the Coordinator and Deputy Chief deem a suspension is appropriate, the company will be notified by Email or U.S. mail.

The Coordinator and Deputy Chief will determine the length of any suspension. Suspension may result in a company being denied participation for (30) days, (60) days, (90) days, the remainder of a rotation year, extended into a proceeding rotation year, or permanently.

The company may appeal any suspension from the rotation by writing to the agency's Deputy Chief within (10) business days of the suspension.

I have read and understand the terms and conditions set forth in this application and agree to abide by it. I understand that failing to do so will result in your suspension or revocation of your privilege to participation in the Salt Lake City wrecker rotation program.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Salt Lake Police Department Rotation Application

### CONSENT FOR PAYMENT OF AFTER HOUR RELEASE FEE

I understand that Section 72-9-603 UCA, says that "the owner of a vehicle ..... lawfully removed is only responsible for paying (a) the tow truck service and storage fees set in accordance with 72-9-603, (not to exceed \$75). I further understand that current interpretation of this law by the Utah State Division of Motor Carriers is that the imposition of other charges, regardless of the name given to describe them, violates this law.

I also understand that the towing company is not obligated by law to release a vehicle at any time other than normal business hours, which are 8:00 a.m. to 5:00 p.m., Monday thru Friday.

#### CONSENT

I \_\_\_\_\_ certify that I am the owner of the

vehicle described below. I have read the above statements and do hereby willingly give my

consent to the towing company by the name of \_\_\_\_\_

to charge me a reasonable fee of \$ \_\_\_\_\_ (not to exceed \$75) for the release of my vehicle after normal business hours.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Vehicle Owner

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Towing Company Representative

Name of Towing Company \_\_\_\_\_

Address of Storage Yard \_\_\_\_\_

Name of Employee Providing Release \_\_\_\_\_

Date and time of release \_\_\_\_\_

Name of Vehicle Owner \_\_\_\_\_

Address of Vehicle Owner \_\_\_\_\_

Vehicle Description \_\_\_\_\_

## Salt Lake City Police Department Rotation Application

### **BCI Criminal History Report for Year 20 Rotation**

Instructions for each Rotation Tow Truck Operator listed as such on the Rotation Application:

- Appear in person at the following location anytime between normal business hours.

State of Utah Department of Public Safety <b>Bureau of Criminal Identification (BCI)</b> 3888 West 5400 South Salt Lake City, Utah
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**Note:** You must have a current Utah Drivers License in your possession at BCI.

- Complete the Application For Criminal History Record Review.
- Submit to fingerprint comparison as requested.
- BCI will charge you a processing fee.
- You will be provided with a receipt and Criminal History Report. If it is confirmed that you do have a criminal record, you will also be provided with the rap sheet. If not, the report will indicate "No Criminal Record Found" and will be embossed with the official seal of the State of Utah.
- Provide the **original** embossed Criminal History Report, and the **original** rap sheet if applicable, to the towing company owner/manager.
- The towing company owner/manager must **attach the original of the Criminal History Report, and the original rap sheet if applicable**, for each tow truck operator, together with the completed Rotation Application. All charges (if any) must have a court disposition attached to the BCI Background form. BCI will only run criminal history for the State of Utah.
- Once the application packet has been reviewed for completeness, and compliance, the towing company will be notified of the tow truck operators who qualify.

Salt Lake Police Department Rotation Application

**Driver License Record for Year 20    Rotation**

Instructions for **each** Rotation Tow Truck Operator, listed as such on the Rotation Application:

- Appear in person at the following location during their business hours.

State of Utah  
**DRIVER LICENSE DIVISION (DLD)**  
4501 South 2700 West, Third Floor (Calvin Rampton Building)  
Salt Lake City, Utah 84114-8280 Phone: 965-4437

**Note:** You must have a current Utah Driver License in your possession.

- You will need to obtain a copy of your Drivers License Record. You will be provided with a receipt and a printout of your DL record. The Driver License Record will show:
  - (1) All moving violations for the past three years;
  - (2) All alcohol or drug related violations for the past six years;
  - (3) All commercial vehicle violations for the past ten years.

The DLD will charge a fee for this record.

- Provide the original copy of the Driver License Record to the towing company owner/manager.
- The towing company owner/manager must attach the **original** of the Driver License Record, for **each** tow truck operator together with the completed Rotation Application.
- Once the application packet has been reviewed for completeness, and compliance, the towing company will be notified of the tow truck operators who qualify.

SALT LAKE CITY CORPORATION  
451 South State Street, Room 225  
Salt Lake City, Utah 84111  
(801) 535-6644

City Business License # LIC _____ - _____
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**APPLICATION BACKGROUND**

**ALCOHOL LICENSE**

- Local Manager     Business Owner     Business Officer
- Partner     President
- Dining Club         Micro Brew Pub
- Social Club         Recreational Facility
- Banquet Catering     Restaurant Beer
- Bar Tavern         Retail Beer
- Government Beer     Special Event
- Liquor Consumption

**SEXUALLY ORIENTED BUSINESS**

- New     Renewal     Transfer
- Agency Non-Performer     Outcall Agency Performer     Outcall Agency Owner
- Nude Agency Dancer     Semi-Nude Agency Dancer     Semi-Nude Manager
- Nude Agency Manager     Semi-Nude Agency Owner     Nude Agency Owner

**OTHER**

- Auction House                                     Employee     Local Manager     Local Owner
- Auctioneer                                         President     Partner     Officer
- Auto-Towing/Wrecking
- Date/Marriage Service
- Dance Hall
- IceCream Vendor
- Locksmith
- Mobile Food Truck/Trailer
- Pedi-Cab
- Solicitor
- Pawn Broker
- Vending Cart
- S/H Computer/CD Exchange
- Other: \_\_\_\_\_

One Application Background per driver.  
\$21.00 Employee fee per Application Background.  
Please adjust Renewal accordingly.



**BUSINESS INFORMATION**

Name of Business: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**APPLICANT INFORMATION**

1. Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
Maiden Name: \_\_\_\_\_

2. Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

3. City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. SSN#: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ ID# or DL#: \_\_\_\_\_ State: \_\_\_\_\_

5. Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

6. Have you lived at current address for more than three (3) years? Yes  No   
If no, list previous address(es) for the past three years: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Have you ever used an alias or been known by another name, such as; previous married names, nickname, or stage name? Yes  or No  If yes, list all name(s) and reason(s) for use: \_\_\_\_\_  
\_\_\_\_\_

8. Have you ever lived in another state? Yes  or No  If yes, list state(s) and year(s) you lived there: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Have you ever worked in a profession where a permit or license was required by a governmental agency?  
Yes  or No  If yes, list profession, agency requiring such license, and year license was obtained: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Have you ever had a license or permit revoked, denied, or suspended? Yes  or No  If yes, list the jurisdiction, date, and reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. List name, complete address, and phone number of three (3) character references that are not relatives who can be contacted.

1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Do you know all State and City laws governing the license for which you are applying? Yes  or No

13. Will you obey all of the laws governing the license for which you are applying? Yes  or No

14. a.) Have you entered a plea in abeyance or no contest plea (nolo contendere) to any crime (misdemeanor or felony) in the last ten (10) years? Yes  or No  If yes explain: \_\_\_\_\_

b.) Have you been convicted of any criminal charges (misdemeanor or felony) in the last ten (10) years? Yes  or No  If yes explain: \_\_\_\_\_

15. Have you been convicted of any beer violation, alcohol related driving offense, leaving the scene of an accident (hit and run) or reckless driving offense in the last six (6) years? Yes  or No  If yes explain: \_\_\_\_\_

16. Are there any charges (misdemeanor or felony) against you that are still pending? Yes  or No

17. If you answered yes to question #16, please list below: date, location, prosecuting agency and case number for each offense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach any other pertinent information)

## STATEMENT

I HEREBY ATTEST THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT FALSIFYING THIS APPLICATION IS GROUNDS FOR DENIAL OR REVOCATION OF MY LICENSE(S).

I KNOW AND UNDERSTAND STATE LAW AND CITY ORDINANCES. I WILL OBEY ALL LAWS AS THEY PERTAIN TO MY BUSINESS LICENSE.

## DISCLOSURE OF INFORMATION

By submitting this application and signing this form, I authorize Salt Lake City Corporation to conduct a background check and investigation as authorized by state law and local ordinance, and to access and review state and federal criminal history records and make reasonable efforts to determine whether I have been convicted of, or are under pending indictment for a crime that bears upon my fitness to receive the business license for which I have applied.

I hereby release Salt Lake City Corporation and its employees from any damages resulting from the legally authorized acquisition and permissible use of such information. I understand that disclosure of such information is subject to the limitations of the Government Records Access and Management Act, Chapter 2, Title 63, Utah Code Annotated or its successor ("GRAMA"). All records submitted by me or obtained by Salt Lake City Corporation as part of this application and background check are subject to disclosure unless such records are exempt from disclosure pursuant to GRAMA. The word "record" as used in this paragraph shall have the same meaning as Utah Code Ann. § 63G-2-103(22)(a)(i)-(ii) (2008), or its successor section."

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS SIGNATURE