



# TOW TRUCK OPERATOR SPECIAL LICENSE APPLICATION

**Fee: \$10.00**

**USMail:** City of Vancouver Business Licensing, PO Box 8995, Vancouver WA 98668-8995

**DropOff:** City Hall, 1st Floor Customer Service, 415 W 6th St, Vancouver WA 98660

**QUESTIONS:** Email: [business.licenses@cityofvancouver.us](mailto:business.licenses@cityofvancouver.us), Phone: 360-487-8410 ext 3

**APPLICATION INSTRUCTIONS:** (1) Complete ALL fields, (2) sign form, (3) make copy for your records, (4) obtain required passport-quality photos, as described below, and (5) return completed form to city, as directed above, along with photos and a \$10.00 fee for each operator application.

**Required attachments:**

- Two 2-inch x 2-inch passport-quality photos -- must show head and shoulders in a clear and distinguishing manner (NO hats or glasses), clear background, and be **taken within 60 days of application submittal** – for more guidance about passport-quality photos, see: <https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>. **Note:** Photos that do not meet these standards will not be accepted.

**TYPE OR PRINT NEATLY & COMPLETE ALL FIELDS.**

<b>Full Name</b>	_____	FIRST	MID INITIAL	LAST
<b>Date of Birth*</b>	_____	<b>Employing Tow Company</b> _____		
<b>Residence Address</b>	_____	STREET ADDRESS	CITY	STATE
	_____	ZIP		
<b>Daytime Phone</b>	_____	<b>Email Address**</b> _____		
<b>Driver License # *</b>	_____	<b>State</b> _____	<b>Expiration Date*</b> _____	
<b>Convictions or Guilty Pleas</b> - List any conviction or plea of guilty to a misdemeanor or felony related to theft, violence, controlled substances, or traffic codes, or any misdemeanor or felony conviction related to towing, storage or disposal of motor vehicles during last 5 years: (If none, enter "NA".)*				
_____				
<p><i>I hereby authorize the City of Vancouver to check background and criminal history records to certify information in this application.</i></p> <p><i>I hereby certify under penalty of perjury that the information provided for this application is complete, true and correct, and that failure to provide complete and accurate information on this application may result in denial or loss of the license.</i></p>				
APPLICANT SIGNATURE			DATE SIGNED	

**\* VMC 5.86.070 Tow Truck Operator Qualifications.**

1. Be a minimum of eighteen (18) years of age;
2. Be a holder of a valid, current vehicle operators' license issued in his/her own name with applicable endorsements;
3. Be able to speak and read English, print English legibly and to do common arithmetic;
4. Applicant must be without a conviction or plea of guilty to any misdemeanor or felony related to theft, violence against persons, violations of the controlled substance act, the traffic act or codes, or misdemeanor or felony violations of the laws relating to the towing, storage or disposal of motor vehicles during the past five (5) years; provided, that the applicant may rebut the presumption of unfitness for issuance of the license by presenting, with the application for the license, proof of expungement or pardon of such conviction or plea of guilty or pardon; or satisfactory proof of subsequent good behavior including but not limited to completion of all conditions of sentencing, payment of restitution, completion of treatment/counseling, and no subsequent conviction or plea of guilty to such charges.

\*\* To confirm reported information is accurate, the City's background check contractor, will email you an invitation to participate in a secure online background check process. You will need to respond to invitation before it expires.