

MANDATORY CHECKLIST:

A COPY OF THE FOLLOWING ITEMS MUST BE PROVIDED ALONG WITH THE TOWING ROTATION APPLICATION AND LICENSE AGREEMENT. **INCOMPLETE APPLICATIONS WILL BE DENIED.**

TOWING COMPANY:

- Business License for place of business and each yard, or receipt if license has not yet been received, showing that the Company is licensed as a towing company with Utah County Sheriff's Office (UCSO) and has paid all applicable regulatory fees.
- The Company shall maintain the following minimum insurance coverage's, each of which lists Utah County Government, 100 E Center, Provo Utah 84606 as a certificate holder.
- General liability insurance policy in an amount of at least \$1,000,000.00 combined primary and excess
- Automobile liability in an amount of at least \$1,000,000.00
- Garage liability in an amount of at least \$100,000
- Motor truck cargo/on-hook liability in an amount of at least \$100,000
- A Certificate of Workers Compensation Insurance which lists Utah County Government, 100 E. Center Street, Provo Utah 84606; as the certificate holder.
- Signed and completed application.

TOW TRUCKS

- Utah DMV Registration Certificate for each tow truck to be used for rotation calls.
- UDOT Inspection Form and Certification for each tow truck with date of issue clearly visible.
- Color photos of left, right, front and rear of each tow truck, including license plate.

OPERATORS

- A BCI Criminal History Report for each tow truck operator that shows "Criminal History Verified" and has 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.
- A photocopy of BOTH SIDES of the drivers license's for each tow truck operator.
- Photocopy of BOTH SIDES of the valid Utah Medical Card as required by UDOT for each tow truck operator.
- Photocopy of towing certification for each tow truck operator

LOT/YARD

- Owner information of yard property if not owned by company.
- Current Utah State Tax Commission Letter.
- Color photos of yard fence, signage, and on-site office.