



INSTRUCTIONS FOR TRESPASS TOWING COMPANIES

The fee for new businesses is \$335.00. The annual renewal fee for businesses that have previously been licensed is \$200.00. Along with the application, please provide the following:

- 1) Check or money order made payable to Baltimore County, Maryland.
- 2) A surety bond using the enclosed form (only originals will be accepted, no photocopies).
- 3) Evidence of Comprehensive General Liability Insurance coverage in the minimum limits of \$100,000.00 per individual, \$300,000.00 per occurrence and \$100,000.00 property damage for each vehicle. An insurance company licensed to do business in the State of Maryland, must provide the coverage.
- 4) In addition to the above, include the following:
 - a) Receipt from any authorized location that provides fingerprinting services authorized by COMAR 12.15.05, a law enforcement agency or the Maryland Motor Vehicle Administration showing that an application for a criminal history records check has been filed for each owner, operator and employee who might accompany an operator while undertaking a trespass tow;
 - b) Photocopy of a valid driver's license for each owner, operator and employee who might accompany an operator;
 - c) Photocopies of medical cards of all operators and employee(s) who might accompany an operator while undertaking a trespass tow;
 - d) Photocopies of the vehicle registration of all tow trucks;
 - e) A separate list of all company owners, officers, managers and employees;
 - f) Training certification for all operators

Note - **All** applications or forms requiring signatures need to be signed in **blue ink**. Only applications with original signatures will be accepted. Failure to submit all the required information at the time of application will delay the process of your license. If you need additional forms or have any questions, please call 410-887-3616.

Return all required paperwork to the address below.

Miscellaneous Permits & Licenses / County Office Building
111 West Chesapeake Avenue, Room 114 / Towson, Maryland 21204
Phone 410-887-3616 / Fax 410-887-4578

Enclosures