



ROBERT DOSS
Chief of Police

TOWN OF NEW WINDSOR

POLICE DEPARTMENT

555 UNION AVENUE
NEW WINDSOR, NEW YORK 12553
Telephone: (845) 565-7000 • Fax: (845) 563-4694



INSTRUCTIONS TO COMPLETE TOWING LICENSE APPLICATION PROCESS

1. Carefully read all information in this application booklet.
2. Legibly print all information requested in the application.
3. All applicants must initial and date each page of the application, as directed, and sign the application before a notary public. Please note, the New Windsor Town Clerk's office can provide notary services.
4. Provide the following with your application:
 - a. Copy of corporation papers, listing the names of the registered agent for the corporation, as well as all corporate officers, business partners, and/or shareholders owning 10% or more of the business, and the aforementioned dates of birth, residential addresses (no P.O. Box #'s accepted) and cell phone numbers.
 - b. Proof of Insurance for each vehicle to be used with tow license requested.
 - c. Copy of driver's license and criminal background check for each driver to be operating a vehicle pursuant to approval of tow license requested (Please note, this information/documentation must be kept up to date. If a license is granted and new drivers are hired to operate the applicant's tow vehicles, a copy of the new driver's license and criminal background check must be provided to the Town Clerk's office within 15 days of their hire, the same then being subject to review and approval by the police department).
 - i. To obtain a proper criminal background check, please do one of the following:
 1. Have your driver(s) schedule an in-person appointment online at www.identogo.com
 - a. Choose "Get Fingerprinted"
 - b. Select New York State form drop down menu
 - c. Choose "Digital Fingerprinting"
 - d. Enter code for Towing License: **153TT7**
 - e. Choose "Schedule or Manage Appointment" and follow instructions provided, which will require your driver(s) have with them:
 - i. A copy of their NYS Driver's License; and
 - ii. Other personal information
 - f. Select "NO" for Authorization Code (payment will need to be made at time of appointment)
 - g. Search by Zip code and select location
 - h. Select date and time and submit; or
 2. Schedule an appointment by phone by calling 1-855-845-7434 and following the prompts
 - d. Payment (non-refundable) as set forth in the Town's Standard Schedule of Fees, available in the Town Clerk's office or on the Town's website).
5. Submit application to the Town Clerk's office. All applications will thereafter be provided to the New Windsor Police Department for review. This review should be complete within 45 days from the date of receipt by the police department.



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If approved for a license, the applicant will receive written notification from the Town Clerk's office at the address provided on the application. The applicant will then be contacted by the police department in order to schedule a terminal inspection. All licensed tow vehicles will be inspected to ensure compliance with all applicable laws and regulations.

If not approved, the applicant shall receive written correspondence from the Town Clerk's office, setting forth the reasons for denial, along with notice of your right to appeal such denial.

6. If issued a license, a copy of the license must be kept in all tow vehicles covered by same.

* Please note, all licenses issued, regardless of month or date of issuance, shall expire at the end of each calendar year. All licenses in good standing can be renewed by the applicable applicant upon payment of the yearly operating fee (see Schedule of Fees in effect at time of renewal request), along with the applicant's notarized statement, provided to the Town Clerk's office, certifying there have been no changes in the information provided in the initial application or attesting to any changes that have occurred since the initial application or last renewal. All such statements are subject to review by the Police Chief in order to ensure all requirements to maintain a license are still met.

** No license may be transferred, assigned or gifted to any other person or entity.

*** Any license issued, must be displayed prominently so that it can be easily observed on the side window of every tow vehicle subject to such licensure.



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APPLICATION

Applicant's Name: _____

Applicant's DOB: _____

Applicant's home address (no P.O. Box #): _____

Name of Business for which license is sought: _____

Business address (no P.O. Box #): _____

Applicant's cell phone number: _____

Applicant's business phone number (if different than cell): _____

Applicant's email address: _____

Business hours of operation: _____

List below the name, date of birth and address of each officer, director, member or shareholder with an interest in the business for which a license is sought, which equals 10% or more. Also list below the name, date of birth and address of the registered agent for such business:

Applicant shall date and initial here _____



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DRIVER INFORMATION

Provide all requested information for drivers who will be operating vehicles for which Applicant is seeking license:

1. Name: _____

DOB: _____

HOME ADDRESS: _____

DRIVER'S LICENSE #: _____

BACKGROUND CHECK RUN & PROVIDED: ____ YES

2. Name: _____

DOB: _____

HOME ADDRESS: _____

DRIVER'S LICENSE #: _____

BACKGROUND CHECK RUN & PROVIDED: ____ YES

3. Name: _____

DOB: _____

HOME ADDRESS: _____

DRIVER'S LICENSE #: _____

BACKGROUND CHECK RUN & PROVIDED: ____ YES

Applicant shall date and initial here _____



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4. Name: _____

DOB: _____

HOME ADDRESS: _____

DRIVER'S LICENSE #: _____

BACKGROUND CHECK RUN & PROVIDED: ____ YES

5. Name: _____

DOB: _____

HOME ADDRESS: _____

DRIVER'S LICENSE #: _____

BACKGROUND CHECK RUN & PROVIDED: ____ YES

6. Name: _____

DOB: _____

HOME ADDRESS: _____

DRIVER'S LICENSE #: _____

BACKGROUND CHECK RUN & PROVIDED: ____ YES

Applicant shall date and initial here _____



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TOW TRUCK INFORMATION

Provide all requested information for tow trucks and/or other vehicles which Applicant intends on using to provide services in connection with the license sought by this application:

1. Vehicle year: _____
 Make: _____
 Model: _____
 Type: _____
 License Plate #: _____
 VIN #: _____
 Registration expiration date: _____
 Permit # (issued by PD and for Town use only): _____

2. Vehicle year: _____
 Make: _____
 Model: _____
 Type: _____
 License Plate #: _____
 VIN #: _____
 Registration expiration date: _____
 Permit # (issued by PD and for Town use only): _____

3. Vehicle year: _____
 Make: _____
 Model: _____
 Type: _____
 License Plate #: _____
 VIN #: _____
 Registration expiration date: _____
 Permit # (issued by PD and for Town use only): _____

4. Vehicle year: _____
 Make: _____
 Model: _____
 Type: _____
 License Plate #: _____
 VIN #: _____
 Registration expiration date: _____
 Permit # (issued by PD and for Town use only): _____

Applicant shall date and initial here _____



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5. Vehicle year: _____
 Make: _____
 Model: _____
 Type: _____
 License Plate #: _____
 VIN #: _____
 Registration expiration date: _____
 Permit # (issued by PD and for Town use only): _____

6. Vehicle year: _____
 Make: _____
 Model: _____
 Type: _____
 License Plate #: _____
 VIN #: _____
 Registration expiration date: _____
 Permit # (issued by PD and for Town use only): _____

7. Vehicle year: _____
 Make: _____
 Model: _____
 Type: _____
 License Plate #: _____
 VIN #: _____
 Registration expiration date: _____
 Permit # (issued by PD and for Town use only): _____

8. Vehicle year: _____
 Make: _____
 Model: _____
 Type: _____
 License Plate #: _____
 VIN #: _____
 Registration expiration date: _____
 Permit # (issued by PD and for Town use only): _____

Applicant shall date and initial here _____



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APPLICANT CERTIFICATIONS AND ACKNOWLEDGMENTS

By signing below, I certify, acknowledge and agree to the following:

1. I have read all requirements in connection with and obtaining and maintaining a license to operate and provide towing services pursuant to Town Code Section 269. I have further had an opportunity to review same with an attorney in order that anything I didn't understand could be explained to me. Upon such review, I acknowledge all the requirements and guidelines, fully understand same, and submit this application as evidence that I wish to seek licensure and provide such services in conformity with the conditions set forth in the Code.
2. Any false statements made in connection with this application shall be grounds for suspension and/or revocation of my license, if granted.
3. If granted a license to provide on-call towing and storage services pursuant to Town Code Section 269, such services will be provided 24 hours a day, 7 days a week, 365 days a year. Failure to abide by this provision shall be grounds for suspension and/or revocation of said license, per the guidelines set forth in the Code.
4. All fees and procedures required by the Town Code will be complied with at all times. Failure to timely pay any such fees and/or follow any such procedures shall be grounds for suspension and/or revocation of said license, per the guidelines set forth in the Code.
5. The Police Chief or his designee or any Commercial Vehicle Safety Inspector from the New York State Department of Transportation may, at any time, inspect any tow trucks or vehicles licensed pursuant to this application or renewal thereof, or any storage facility licensed pursuant to same, in order to determine compliance with any provisions set forth in the Town Code or any rules or regulations pertaining to the operation of tow trucks, tow vehicles, or storage facilities maintained in connection with such tow services in the State of New York.
6. If a license is granted, the licensee must maintain insurance in conformity with the requirements set forth in the Town Code (Section 269-11). Proof of such insurance must be provided to the Town Clerk's office, as per the Town Code. Any failure to comply with the insurance requirements set forth in Section 269-11 of the Town Code shall result in automatic and immediate revocation of the applicant's license.
7. If a license is granted, the licensee understands and agrees they shall defend, hold harmless and indemnify the Town of New Windsor and the Town of New Windsor Police Department, their officers, employees and agents, from any and all liability, claims, and losses or damages arising or alleged to arise from the performance of any towing services requested or rendered by the licensee. This indemnification language shall be incorporated in the general comprehensive liability policy required.

Applicant Signature

Sworn to before me this ____ day of _____

Print name of Applicant

Notary Public

Commission expires: _____



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FOR OFFICE USE ONLY:

Applicant name: _____

Date application received by Town Clerk's office: _____

Is application complete?

- Copy of corporation papers provided
- Proof of Insurance provided for each vehicle to be used with tow license requested
- Copy of driver's license for each driver to be operating a vehicle pursuant to approval of tow license requested provided
- Copy of criminal background check for each driver to be operating a vehicle pursuant to approval of tow license requested provided
- Payment (non-refundable) provided, as set forth in the Town's Standard Schedule of Fees

Date application received by Police Department: _____

Date review completed by Police Department: _____

Application approved or denied: _____

If denied, reasons for denial: _____

Date Town Clerk advised by Police Dept. of decision on application: _____

Date Town Clerk advised applicant of decision in writing: _____

If application approved:

- License # granted: _____
- Permit numbers for all vehicles approved: _____



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Other remarks, if necessary:

Police Chief

Date

Town Clerk

Date