

LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

**OFFICE OF STATE POLICE
TOWING AND RECOVERY UNIT**

Troop Tow Rotation List – New Company Application Request

Company Information

Business Name: _____ Date: _____

Business Phone Number: _____ Troop Zone: _____

Street Address (No P.O. Box): _____

City: _____ State: _____ ZIP Code: _____ Parish: _____

Date Tow Service Began Operation: _____ Storage Facility License Number: _____

Owners or Corporate Officers

Name	Address	Driver's License Number and State

A. Company Qualifications and Requirements

1. Must have been in business at the current location for one year actively towing and storing vehicles.
2. Must have adequate space to store a minimum of 20 vehicles.
3. Must have a phone number listed in the local telephone directory.
4. Towing and storage business, tow trucks, and records must be located in the service zone applied for.
5. Business facility must have communications equipment capable of direct contact with the troop and communication with responding tow truck operators.
6. Business facility must be staffed and open during normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays). A representative must be on call for emergencies.
7. Storage facility area must be enclosed by a 6-foot fence or another LSP-approved physical barrier sufficient to deter trespass.
8. Must maintain insurance required by Title 55:1915.
9. Must maintain a valid Storage Inspection License for each storage location issued by the Towing and Recovery Unit.
10. Must immediately notify the Towing and Recovery Unit in writing of any change in location or ownership.
11. Company and employees must comply with all applicable state and federal laws, regulations, procedural orders, and directives.
12. Violations may result in suspension, fines, or removal from the State Police Rotation List.

B. Documentation Required After Preliminary Approval

1. Written request to be placed on the LSP Troop Rotation List.
2. Owner/Officer Application Form TR-1, signed and notarized.
3. State Police Rotation Towing Company Application Form TR-2.
4. Application for approval as a State Police authorized towing service (DPSSP 3614) for each tow truck.
5. Proof of required insurance.
6. Copy of Louisiana registration for each tow truck.
7. Copy of Storage Inspection License for each storage location.
8. Completed Owner/Driver/Employee List.
9. Copy of driver's license for all drivers and owners (including Medical Examiner's Certificate, if applicable).
10. Owner information sheet, signed and notarized.
11. Copy of company telephone directory listing.
12. Copy of current tow invoice/tow slip.