



COMMONWEALTH OF VIRGINIA
Department of Criminal Justice Services

Attention: TOW TRUCK DRIVER REGISTRATION

P.O. Box 1300, Richmond, VA 23218 • Phone: (804) 367-0715 • Fax: (804) 786-6344

www.dcis.virginia.gov

Tow Truck Driver – INITIAL LICENSE APPLICATION – FEE \$137.00

Important Information

- a. Use this application to apply for an initial driver's authorization document.
- b. Complete this application in its entirety, including attaching a completed fingerprint card (no copies and must show a current date) for a Federal criminal background check (Card No. FD-258). DO NOT LEAVE ANY BLANKS. **Processing will be delayed for incomplete application and/or missing fingerprint card.**
- c. Please print or type all answers, do not use pencil, make sure application is signed and dated, and retain a copy for your records.
- d. Additional information may be requested after receipt of and review of the application and any attachments.
- e. Include a contact phone number where you can be easily reached.
- f. **All fees are nonrefundable.** Enclose a check or money order made payable to the "Treasurer of Virginia" in the amount of \$137.00. You may also pay by credit card as provided in this application.
- g. Mail the completed application, fingerprint card for a Federal criminal background check (Card No. FD-258), and \$137 payment to the Department of Criminal Justice Services, ATTN: Tow Truck Driver Registration, PO Box 1300, Richmond, VA 23218.

APPLICANT INFORMATION

| | | | |
|--|---------------------|-------------------------------------|--|
| 1. Social Security Number (SSN): | | Date of Birth (example: 01/01/1970) | |
| 2. Last Name: | | First Name: | MI: |
| 3. Mailing Address (Street/Apt.#/PO Box): | | | |
| City: | | State: | Zip Code: |
| 4. Please provide a current email address: | | | |
| 5. Phone: () | Cellular Phone: () | Fax: () | |
| 6. Do you have a current valid unrestricted driver's license? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If YES , what state issued the current valid driver's license? | | | State: _____ |
| If your valid driver's license is restricted, suspended or revoked, you must notify DCJS in writing immediately. | | | |
| 7. Do you acknowledge and understand the requirement to report any convictions in any court or jurisdiction to DCJS in writing after issuance of your registration, and to report the restriction, suspension or revocation of a valid driver's license? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| NOTE: If NO is selected for Question 7, then this application cannot be processed. | | | |

CERTIFICATION BY APPLICANT

I, the undersigned, certify that all information contained on this application and attachments is true, correct, and complete to the best of my knowledge and I have not omitted any pertinent information. I understand that any misrepresentation, falsification or omission of pertinent or material information may be cause for denial or revocation and may result in civil or criminal penalties. I understand that I am responsible for maintaining full compliance with the *Code of Virginia*, and specifically, Code Section 46.2-116, et seq. I certify that I am not currently on any state or federal list as a sex offender, and am not required to register as a sex offender under any state, federal, or local law, or the law of any foreign country.

Print Full Name:

| | | | |
|---------------------|--|-------------------|--|
| Signature Required: | | Date: mm/dd/yy | |
|---------------------|--|-------------------|--|

| APPLICATION FEES DUE | |
|--|---|
| Total Application Fee Due (DCJS - \$100, Effective January 1, 2013) | \$100.00 |
| Total Criminal Background Check Fee Due <i>A completed fingerprint card for a Federal Criminal Background Check (Card No. FD-258) must be attached. Photocopies cannot be processed.</i> | \$37.00 |
| TOTAL APPLICATION AND BACKGROUND CHECK FEES DUE | \$137.00 |
| PAYMENT OPTIONS | |
| 1. Nonrefundable fee by check or money order payable to the "Treasurer of Virginia" in the amount of <u>\$137.00</u> Mail to: Department of Criminal Justice Services, Attention: Tow Truck Driver Registration P.O. Box 1300, Richmond, VA 23218 | |
| 2. Credit Card: This section is to be used for CREDIT CARD PAYMENTS ONLY . If you elect this form of payment, fill out all of the information required. Your application will be returned to you if you fail to complete this section in its entirety. If the fee is not calculated properly, the cardholder authorizes DCJS to adjust the total fee due (including overages and shortages). Fees are nonrefundable. Credit Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Discover | |
| Credit Card Number: | |
| Payment Amount: \$137.00 | Card Expiration Date (month and year): |
| Card Verification Code: (Last three numbers on the back of a Master Card/Visa/Discovery or four numbers found on front of American Express) | |
| Cardholder Name (Print): | |
| Cardholder Address: | (As shown on credit card statement including Street or PO Box number) |
| | (As shown on credit card statement including City, State, and Zip Code) |
| Cardholder Signature: | |

| CHECKLIST OF ITEMS TO INCLUDE |
|---|
| <input type="checkbox"/> Check or money order payable to the "Treasurer of Virginia" in the amount of \$137.00 (<i>\$100 Application Fee and \$37 Background Check Fee</i>) |
| <input type="checkbox"/> A contact phone number where you can be easily reached. |
| <input type="checkbox"/> Answer all questions and make sure that you have signed and dated this application. |
| <input type="checkbox"/> Attach a completed fingerprint card for a Federal criminal background check (Card No. FD-258). Ensure that your name, address, signature, date of birth, sex, race, height, weight, eye color, hair color, and place of birth has been completed. <i>Incomplete fingerprint cards cannot be processed, and will be returned to the applicant for completion.</i> Make sure that the law enforcement officer who fingerprints you (the applicant) has dated and signed the fingerprint card. |
| <input type="checkbox"/> Mail to: Department of Criminal Justice Services, Attention: Tow Truck Driver Registration P.O. Box 1300, Richmond, VA 23218 |