



THANK YOU

**FOR CONSIDERING US FOR YOUR
PROCESSING AGENCY,
WE HOPE THAT WE CAN BE OF GREAT
SERVICE TO YOU
AND OTHER STORAGE FACILITIES!**

**IF YOU HAVE ANY QUESTIONS ABOUT
ANY OF THE FORMS INCLUDED IN THIS
PACKET, PLEASE FEEL FREE TO CALL.**

**OFFICE HOURS ARE FROM 8:00AM- 5:00PM
MONDAY THRU FRIDAY**

**(225) 664-4484 OR (800) 349-TRPL (8775)
FAX (225) 664-5722 OR TOLL FREE (888) 411-0909**

**VISIT US AT www.trpl.org
EMAIL US AT info@trpl.org**

WHO IS T.R.P.L.?

Do you find yourself going nowhere, when you need to be somewhere, doing something else, that's more profitable? Do you find yourself picking up where someone else left off, but never finding the bottom of the stack? Are you tired of guessing and taking chances with your business only to lose money in the end? Do you work hard for your money, and spend more time than it's worth, trying to get paid for the job? If you can answer yes to any of these questions then Towing & Recovery Professionals of Louisiana will be able to help you!



WHO?

T.R.P.L. is a non-profit association established solely to help companies such as yours. We are an authorized agent of the Office of Motor Vehicles with connections to the Department's database.

WHEN? & WHY?

In 1988, several tow company owners from across the state of Louisiana put their heads together to find a way to help the towing industry. They wanted to be respected and acknowledged as a professional industry with reputable services.

HOW?

T.R.P.L. is owned by its membership, which is represented by a Board of Directors. The Board of Directors consists of 15 owners of Tow Companies from each Troop area across the state of Louisiana that volunteer their time to making this association what it is today, strong and powerful. Our close relationship with the Department of Public Safety, the Office of Motor Vehicles and the LA Public Service Commission enables us to be involved with decisions made that affect our industry. For legislative purposes, we have registered lobbyists with an extensive background in governmental relations. We also have staff personnel that are friendly and knowledgeable, who, for a fee, process paperwork for YOU. All fees paid are used for postage and supplies to process YOUR paperwork. NO ONE BENEFITS FINANCIALLY FROM OUR SERVICES, NO ONE EXCEPT YOU.

That is what we are all about—YOU!

WHAT?

What have you got to lose?

More Money?

Save it with T.R.P.L.!

1-800-349-TRPL (8775) • Visit us at www.trpl.org



CUSTOMER APPLICATION

Company _____

Physical Address _____ City _____ Zip _____

Mailing Address _____ City _____ Zip _____
(If different)

Business Phone () _____ Fax () _____

Owner's Name _____ Contact Name _____

Email: _____ Web address: _____

To open an account, please send a check or money order for \$100.00. This money will be used for the work that is processed for you. If you would like for us to send out your letters, please send an additional \$200.00 to cover the initial cost of postage on the letters. You will receive a monthly statement showing the transactions made on your account. Your account will be an "Escrow" account; therefore, you will be required to keep money on your account according to the volume of work you will be reporting. If you would like, we can automatically charge your balance, at the end of the month, to your credit card. You will still receive a statement along with your receipt.

We accept Visa, MasterCard, American Express, and Discover for deposits or monthly payments.

Credit card # _____ Exp. _____

Would you like for us to do your letters? Yes/No

Would you like to have your information faxed back to you? Yes/No

Please mark all that apply to your business: Towing / Repair / Body /
Other – (Explain) _____

Please complete the following for your location:

Troop: _____

City: _____

Parish: _____

Account Number _____ (for office use only)

PERSONAL GUARANTEE

In consideration of credit being extended by **Towing & Recovery Professionals of Louisiana, Inc. (T.R.P.L.)** to (Company Name)_____ for merchandise or services to be purchased whether applicant be an individual or individuals, a proprietorship, partnership, a corporation, or other entity, the undersigned guarantor or guarantors each hereby contract and guarantee to **Towing & Recovery Professionals of Louisiana, Inc. (T.R.P.L.)** the faithful payment, when due, of all accounts of said applicant for the purchases made within five years next after the date of this application. The undersigned guarantor or guarantors each hereby expressly waive all notice of acceptance of his guarantee, notice of extension of credit to applicant, presentment, and demand for payment on applicant, protest and notice to undersigned guarantor or guarantors of dishonor or default by applicant or with respect to any security held by (Guarantor)_____ extension of time of payment to applicant, acceptance of partial payment or partial compromise, all other notices to which the undersigned guarantor or guarantors might otherwise be entitled and demand for payment under this guarantee. Absent written permission by creditor, this personal guarantee may not be revoked.

Company Name

Owner's Representative

Date: _____

Personal Guarantor

Date: _____



TOWING & RECOVERY PROFESSIONALS

of LOUISIANA, INC.

P.O. Box 46478 • Baton Rouge, Louisiana 70895-6478

Consent Form to Receive Faxes and/or Emails

As required pursuant to the "Junk Fax Prevention Act"

Towing & Recovery Professionals of Louisiana would like to continue communicating with you by fax and/or email to allow you to maximize the value of your membership with us. However, the Federal Communications Commission (FCC) has issued new rules that require us to obtain your express written permission to send you faxes that contain "commercial" material – essentially those that promote membership, products, programs, and services.

So that we can continue to fax and/or email you information about upcoming programs, products, services, discounts, registration deadlines, membership renewals, and more, we ask you to give us permission to communicate with you via fax and/or email. Please fill out and sign this form. You may return it to us via mail or fax.

Please be assured that Towing & Recovery Professionals of Louisiana values your right to privacy. If you have any questions about the applicability of this new do-not-fax rule, please contact our office at 800-349-8775. The following language will also be provided on any future "broadcast advertising" faxes for your right to "opt-out":

If you wish to no longer receive broadcast fax advertisements from TRPL, you may call 1-800-349-8775 and request to "opt-out" from our broadcast fax list or you may fax your request to 1-888-411-0909. Failure to comply with your request in 30 days is unlawful pursuant to the "Junk Fax Prevention Act".

Company name for which consent is being provided

Account #

Name & title of person authorized to provide such consent

Fax number(s) and/or Email address(s) for which consent is being provided

I am authorized to and hereby give consent for the company listed above to receive faxes and/or emails at the phone numbers and/or email addresses above, sent by or on behalf of Towing & Recovery Professionals of Louisiana. I understand that I can revoke my consent by contacting Towing & Recovery Professionals of Louisiana in writing.

Signature

Date

Printed name and title

(225) 664-4484 OR 1-800-349-8775

Fax (225) 664-5722 OR 1-888-411-0909

Visit us at: www.trpl.org

Email us at: info@trpl.org



MEMBER APPLICATION

To become a member of the Towing & Recovery Professionals of Louisiana Association, just complete this application and return it to us with a check or money order for the amount listed in the pro-rated schedule below.

It is not necessary for you to be a member of the association for us to process your work, however, by being a member, you will receive better rates (see price list) and help make this industry one person stronger and our voice one person louder!

Business Name _____

Owner's Name (print) _____ (sign) _____

Contact Name _____

Physical Address _____ City _____ Zip _____
(Storage facility)

Mailing Address _____ City _____ Zip _____
(If different)

Business Phone (____) _____ Fax (____) _____

Email: _____ Web address: _____

Type of Business Structure: ___Sole proprietorship___ Partnership___ Corporation

If you would like to charge your dues, we accept:

Visa / MasterCard / American Express / Discover

_____ Exp. _____

Your card will only be used once for this purpose.

Amount enclosed \$ _____

Send this completed form and your payment to:

TRPL, Inc.

P O Box 46478

Baton Rouge, La. 70895-6478

Have Questions?

Local 225.664.4484

Toll Free 1.800.349.TRPL (8775)

T.R.P.L. membership dues are payable annually in September for the amount of \$200.00. If you are joining in any other month than September, your dues will be pro-rated according to that month. In September, you will be invoiced for your annual dues. Please circle the month in which you are joining.

January	\$136.00	July	\$40.00
February	120.00	August	24.00
March	104.00	September	200.00
April	88.00	October	184.00
May	72.00	November	168.00
June	56.00	December	152.00

Account number _____ (For office use only)



TOWING & RECOVERY PROFESSIONALS
of LOUISIANA, INC.

P.O. Box 46478 • Baton Rouge, Louisiana 70895-6478

Dear TRPL Member:

TRPL is constantly striving to provide useful benefits and quality services for you, our member. Over the years, we've added value to your membership by increasing your benefits, without increasing your membership dues. As a non-profit association, we've done well to keep our member benefit expenses within our budget, but in today's economy, it's been more difficult to find *useful* benefits to offer, that are also within our budget. To continue providing you with useful benefits, and without increasing your dues, we are now soliciting new Associate Members, which are suppliers and vendors that offer towing equipment, accessories or other useful services. The discounts and specials they offer will be passed on to you, simply for being a member of TRPL. Once again, you'll be receiving yet another added benefit, without increasing the amount of your membership dues.

In order for the Associate Member to offer their discounts and specials, they will need your mailing addresses. The TRPL Board of Directors has voted to provide the Associate Members with our membership list, but *only with your consent*. Please complete and return to us the enclosed "Opt-out to Receive Product Information" form if it is your preference to not be included in the mailing list. Please note, you will not be overwhelmed or bombarded with mail outs or be contacted directly. We've always protected your privacy by not providing your information to anyone. Therefore, if you would like your information to remain private, and NOT be included on the list, you will need to indicate this on the enclosed form and return it to our office. Only your company name and mailing address, as it is currently recorded in our database, will be provided. There will be no owner's information provided to anyone. It will be assumed that in absence of the "Opt-out form", you are consenting to have your company included on the mailing list.

It is our goal to provide you with useful benefits and quality services, while maintaining your confidence and support. If you have additional questions about the enclosed form, please do not hesitate to call us. Thank you for being a member of TRPL. We are your voice through legislative lobbying and your support through customer service.

Sincerely,

Fran Tigner

Executive Director

Towing & Recovery Professionals of Louisiana

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Fax (225) 664-5722 OR 1-888-411-0909

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Opt-out to Receive Product Information (Members only)

By completing this form, you are verifying your choice to not have your company name and mailing address included on a list that will be provided to Associate Members of TRPL for the purpose of soliciting products sold by them. It will be assumed that in absence of this letter, you are consenting to have your company included on the mailing list.

- Opt-Out:** I'd like for my company information to remain private with TRPL.
Please do not release my company's information to Associate Members of TRPL.

Company Name

TRPL Acct #

Owner's name (print) (for TRPL verification only)

Owner's signature (for TRPL verification only)

Date

Please sign, date and return this form as soon as possible. It will be added as part of your permanent company file. If, at any time, you would like to change your status, or your address, please notify us and we'll update your information accordingly.

Thank you again, for being a Member of the Towing & Recovery Professionals of Louisiana.

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Fax (225) 664-5722 OR 1-888-411-0909
Visit us at: www.trpl.org Email us at: info@trpl.org



Benefits of being a member of TRPL

Being a member of **Towing & Recovery Professionals of Louisiana** is not about price breaks or patches or any kind of physical proof of your membership. Being a member of this association is a responsibility. It's a responsibility to your livelihood. **The unity of an association is the single most powerful force for any accomplishment.** Join now, and dedicate yourself to your future! We have accomplished many goals and yet we still must protect what we have, and will continue to accomplish, with your membership!

Legislative support

You'll receive first hand information on legislative issues. During the legislative session, we keep you notified of all proposed legislation that could affect the industry. After the session you will receive free copies of the laws that were passed. Our lobbyist has experience with the Louisiana Legislature and has developed strong and meaningful relationships with the Legislators. In addition to legislative issues, you will also be updated with any new information concerning the Public Service Commission & State Police.

Legal Support

TRPL's highly qualified and experienced attorney can assist you with legal advice and situations. He has over 20 years of expertise with the towing & storage laws in Louisiana. It gets better; the first consultation is on us!

Quarterly Newsletters

As a member you will receive a quarterly newsletter to keep you informed about statewide issues affecting the industry. Between newsletters you will receive a TRPL "Fax Blast" with immediate news or updates.

Discounted Rates

Members receive a reduced rate for ALL services provided, including drivers' license information, printing of invoices and Permit to Sell applications for your abandoned vehicles.

Permit to Sell Classes

Classes are held occasionally to inform you of new procedures with paperwork or improvement in record keeping. All members will receive discounted rates to attend the classes. If needed, members will receive personal help with certain situations.

Website access - www.trpl.org

TRPL has its very own Website.

Members can download forms, affidavits, copies of laws, etc. FREE!

Updates on P.S.C. activities, articles, advertisements and more!

Members will receive a Username and Password to have authorized access to the Members Section.

As a member, you will receive a membership certificate to hang proudly on your office wall; two TRPL decals to place on your trucks to show everyone that you are a member in good standing with the association; two shirt patches for the tow truck operators (additional decals and patches can be ordered).

You'll also receive the best service and support found across the state with our knowledgeable, friendly staff, guaranteed!

Just pick up the phone and call toll free:

1-800-349-TRPL (8775)

TRPL, INC.

Privacy Policy

(TRPL, Inc.) has prepared this Privacy Policy to provide an overview of the information we gather about individuals and businesses (“you”) in connection with the online services that we make available to professional towing companies on the website TRPL.org. This Privacy Policy is subject to the Terms and Conditions of Use, including the provisions regarding change or modification of this Privacy Policy and other policies as set forth in the Terms and Conditions of Use. This Privacy Policy is part of, and incorporated into, the Terms and Conditions of Use.

We may, but are not obligated to, update this Privacy Policy from time to time. You should review this Privacy Policy periodically to familiarize yourself with the most current version. If we decide to change our Privacy Policy, we will post those changes to our website so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. Our Privacy Policy only applies to information that you provide to us online. Please read the following policy to understand how your information will be treated as you make full use of our many features. If you have questions or concerns regarding this Privacy Policy, you should contact us at (225) 664-4484 or toll free at 1-800-349-TRPL (8775), or e-mail info@trpl.org.

Collection and Use of Anonymous Information

Anonymous information is not personally identifiable information. Anonymous information is information that is collected automatically that relates to, but is not limited to, how certain features of our website are used, what general region our visitors are contacting us from, and how many people visit our website at any given time. We use this information, and may share with, license to or sell this information to third parties, for the purpose of allowing targeted marketing through our website. In addition, we may also collect information from our websites regarding the type of vehicle, location, distance towed, and other towing-related data. Any such information will not be identifiable with any individual or company, but will be aggregated to provide statistical information for us internally and for our partners.

Collection and Use of Personally Identifiable Information

In the course of providing information and services to our customers, we may collect and maintain certain non-public personal information. Also, your personal information may be entered into software systems maintained by third party application service providers for the purpose of allowing us to conduct our services. To the extent that your personal information is used in the foregoing manner, we will use commercially reasonable efforts to ensure that such service providers do not use your personal information for any purpose other than delivery of our services.

We provide our services to businesses, therefore, we do not intend to collect the personal information of individuals. Furthermore, we do not collect personal or business

information (such as names, addresses, phone numbers, email addresses or credit card numbers) about you, except when you specifically provide the information on a voluntary basis. Your information may be collected as you subscribe to receive information for products or services that we provide, or when you become customer or registered user of one of our online services.

We may use your personally identifiable information for several purposes, including:

- To contact you regarding the status of your account, your registration information, support issues regarding our service, and changes to our service or the terms under which it is offered.
- To send e-mail notifications about our new or existing products and services, special offers.
- To enhance existing features or develop new features, products and services.

If you are a registered user, we may retain your information as long as you maintain your registered status. If you use a credit card to pay for any services or to download software, the information will be encrypted on our system, and will only be used for processing payments authorized from your account.

Finally, we may disclose your personal information to unaffiliated third parties if we believe that such disclosure is necessary (a) to comply with the law or in response to a subpoena, court order, government request, or other legal process; (b) to protect the interests, rights, safety, or property of the Corporation or others; (c) to enforce any terms of service on this website; (d) to provide you with the services and products requested by you, and to perform other activities related to such services and products, including billing and collection; and (e) to operate our systems properly.

Children's Privacy

The Company does not knowingly collect personal information on children. The content of our website and the products and services available are not intended for, or directed to, children. If you are under 18 years of age, then please do not use or access our website at any time or in any manner.

Links To / From Other Sites

Our website contains links to other Internet websites which we do not operate and, conversely, other Internet websites may contain links to our website. We are not aware of and are not responsible for the privacy policies, practices or content of such other websites. We encourage visitors to read and become familiar with the privacy policies maintained by such other websites.

Cookies

A "cookie" is a small piece of data that is sent to your browser from a web server and stored on your computer's hard drive. Cookies do not damage your computer. We use cookies on certain pages of our site. We may also offer certain features that are only available through the use of a cookie. Among other reasons why we use cookies, cookies

allow you to enter your password less frequently during a session. Cookies can also help us provide information which is targeted to your interests. Cookies are stored on your hard drive, not on our site. If you do not desire the functionality created by cookies, you have the option to disable that function. To disable the cookie function, you may disable the function on your browser.

Security

TRPL, Inc. uses industry standard efforts to safeguard the confidentiality of your personal identifiable information, such as (firewalls, system security measures and Secure Socket Layers, etc). Any personal information or business data that you provide to TRPL, Inc. is kept on secure servers. TRPL, Inc. uses reasonable administrative, technical, personnel, and physical measures (a) to safeguard information against loss, theft, unauthorized use, disclosure, or modification; and (b) to ensure the integrity of the information. Additionally, anytime we ask for your credit card number, we transmit that number using either SSL or 3DES encryption. However, please be advised that "perfect security" does not exist in commercial Internet applications and that such security measures may not prevent all loss, misuse or alteration of information on our website. To help us protect your privacy, you should maintain the secrecy of the Login ID and Password that you may have set up in connection with your use of this website.

****ANYONE WHO MAY HAVE AN OWNERSHIP INTEREST MUST BE NOTIFIED OF INTENT TO OBTAIN A PERMIT TO SELL.****

**TOWING AND RECOVERY
PROFESSIONALS of LOUISIANA**

P. O. BOX 46478
Baton Rouge, Louisiana 70895-6478
PH: 1-800-349-TRPL (8775)
FAX: 1-888-411-0909
Web: www.trpl.org Email: Info@trpl.org

OFFICIAL REPORT OF STORED VEHICLE

VIN#:

YEAR	MAKE	MODEL	LICENSE (State/Exp.)
ORIGINAL DATE OF STORAGE		ADJUSTED DATE OF STORAGE	

VEHICLE ORDERED STORED BY:

STATE POLICE	
SHERIFF'S OFFICE	
MUNICIPAL OFFICE	
PRIVATE PROPERTY	
OTHER: (Explain below:)	
OWNER: (List name/address:)	

GENERAL CONDITION OF VEHICLE:

RUNNING CONDITION	
NOT RUNNING	
WRECKED	
STRIPPED	
LETTER'S: YES or NO?	
TOWING	\$
STORAGE/DAY	\$
REPAIRS	\$
LABOR	\$
MISC:	\$

NAME OF TOWING/STORAGE/REPAIR FACILITY		
MAILING ADDRESS OF STORAGE FACILITY		
CITY	STATE	ZIP
PHYSICAL ADDRESS OF STORAGE FACILITY		
CITY	STATE	ZIP

Invoice#:	Remarks:
PHONE	LOCATION OF PICKUP

ACCOUNT NO. _____
SIGNATURE _____

TRPL ORSV FORM (R 12/09)

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VIN#:

YEAR	MAKE	MODEL	LICENSE (State/Exp.)
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VEHICLE ORDERED STORED BY:

STATE POLICE	
SHERIFF'S OFFICE	
MUNICIPAL OFFICE	
PRIVATE PROPERTY	
OTHER: (Explain below:)	
OWNER: (List name/address:)	

GENERAL CONDITION OF VEHICLE:

RUNNING CONDITION	
NOT RUNNING	
WRECKED	
STRIPPED	
LETTER'S: YES or NO?	
TOWING	\$
STORAGE/DAY	\$
REPAIRS	\$
LABOR	\$
MISC:	\$

NAME OF TOWING/STORAGE/REPAIR FACILITY		
MAILING ADDRESS OF STORAGE FACILITY		
CITY	STATE	ZIP
PHYSICAL ADDRESS OF STORAGE FACILITY		
CITY	STATE	ZIP

Invoice#:	Remarks:
PHONE	LOCATION OF PICKUP

ACCOUNT NO. _____
SIGNATURE _____

TRPL ORSV FORM (R 12/09)

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PH: 1-800-349-TRPL (8775)
FAX: 1-888-411-0909

RELEASE FORM

Account # _____ Date of Release with TRPL ____/____/____

Yr. _____ Mk. _____ Model _____ Date of Storage ____/____/____

Last 6 digits of Vin # _____ Print Out Needed? Yes No

INV # _____ CONF # _____ CONTROL # _____

Name of person Releasing Vehicle _____

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PH: 1-800-349-TRPL (8775)
FAX: 1-888-411-0909

RELEASE FORM

Account # _____ Date of Release with TRPL ____/____/____

Yr. _____ Mk. _____ Model _____ Date of Storage ____/____/____

Last 6 digits of Vin # _____ Print Out Needed? Yes No

INV # _____ CONF # _____ CONTROL # _____

Name of person Releasing Vehicle _____



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Per letter Fee amended 1/22/2012 -USPS Increase

Administrative Fees!!

(This is the fee **you charge** your customer!!)

Contained in: LA State police Title 55

Louisiana Vehicle

\$25.00 - For the initial report (ORSV)
\$4.00 plus Postage - **per** letter mailed

Out of State Vehicle

\$30.00 - For the initial report (ORSV)
\$4.00 plus Postage - **per** letter mailed

If T.R.P.L. mails your notices, you will charge **\$4.89 per letter** that we mail for you because we use the Firm Mailing Book for bulk volume.

If you mail your own notices, and you do not use the Firm-mailing book for mailing in bulk, you will charge **\$5.60 per letter** that you mail.

NOTE:

The "per letter" fee applies to Louisiana and Out of State Vehicles for First and Final Notices.

You **CAN NOT** add the letter fee(s) until after the letter(s) have been mailed.

As the postage rates may change, you may still charge the flat **\$4.00 plus** whatever the cost is to mail a letter.

(225) 664-4484 OR 1-800-349-8775

Fax (225) 664-5722 OR 1-888-411-0909

Visit us at: www.trpl.org

Email us at: info@trpl.org



Department of Public Safety and Corrections
Public Safety Services

Bobby Jindal
GOVERNOR

Michael D. Edmonson, Colonel
DEPUTY SECRETARY, PUBLIC SAFETY SERVICES
SUPERINTENDENT, OFFICE OF STATE POLICE

Requirements to be licensed as an Official Storage Facility

Below are general requirements that MUST be met to become an Official Storage Facility:

- A. The facility must be open for business and properly staffed Monday thru Friday between the hours of 8:00 am to 5:00 pm.
- B. The facility must have the minimum required insurance: Garage keepers' legal liability insurance in an amount not less than \$50,000 and Garage liability insurance in an amount of not less than \$50,000.
- C. Storage facilities shall provide for the security and safety of vehicles stored in accordance with LAC Title 55, Chapter 19. Storage areas shall have security barriers or safety apparatus suitable to insure the security of the property contained therein. Outside storage areas shall be enclosed by at least a 6 foot high chain link fence, or fence of similar strength or solid wall sufficient to protect against loss, trespass or vandalism.
- D. Storage facilities shall have a clearly visible sign maintained at all times at the business office and at the entrance to any outside storage area, stating the name of the business, telephone number and hours of operation. An after hour telephone number shall be included on the sign advising the public how to make contact for the release of vehicles, contents or personal property prior to any company charging a gate fee.
- E. The facility must have billing invoices showing consecutive numbering and completion of all required information. The storage records must be kept on site at the facility and be available for inspection for three years.
- F. The facility, their employees or agents, must not have any conviction of a felony relating to auto theft, vehicle insurance fraud, burglary of a vehicle, and/or possession of stolen vehicles or vehicle parts.
- G. DEFINITION: Storage Facility—any business or company that receives direct or indirect compensation for storing vehicles in Louisiana.

You may also go on the internet to <http://doa.louisiana.gov/osr/lac/55v01/55v01.pdf> to view the complete rules and regulations regarding the Towing and Official Storage Facility program, Title 55, Chapter 19.

You must meet the above minimum requirements to be eligible to apply for a storage license.

Before you can apply to be licensed as an Official Storage Facility, you will need to send a letter of request on your business letter head to this office with the following information:

- 1. Name and physical address of company
- 2. Phone number
- 3. Contact person
- 4. How long the company has been in business at their present location.
- 5. What type of business: Tow service, mechanic shop, body shop, car dealer, etc.
- 6. What type of vehicles will be stored: Cars, light duty trucks, commercial, school buses, motorcycles, etc?
- 7. Have you ever been issued a Storage Facility License by this department? When? Under what name?
- 8. A Certificate of Liability page must be attached with your letter of request, which list minimum insurance requirements listed above.

You can mail your letter to: **Towing and Recovery Unit / Mail slip A26
P.O. Box 66614, Baton Rouge, La. 70896**

You can Fax your letter to: **225-922-3120**

When our office receives your request, we will send a Trooper out to your location to conduct a **PRE-INSPECTION of your facility**. If your facility meets all requirements, you will receive an application to complete in order to become an Official Storage Facility.

COURTESY LOYALTY SERVICE
P.O. BOX 66614, BATON ROUGE, LOUISIANA 70896-6614

Close



**LOUISIANA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF MOTOR VEHICLES**

Section: IV Motor Vehicle Registration Requirements **Effective:** 08/06/2003
Number: 20.07 **Revised:** 07/01/2010

OFFICIAL REPORT OF STORED VEHICLE (ORSV)

To view Louisiana Statutes: <http://www.legis.state.la.us/>

AUTHORITY

R.S. 32:1711-1731

DEFINITION

Official Report of Stored Vehicle (ORSV) - the required notification to the department when a vehicle has been stored, parked, or left in a garage, parking lot, or any type of public storage facility where fees are charged.

REQUIREMENTS

The following documentation must be submitted to the department or one of the department's authorized ORSV agents within three business days from the date a vehicle is placed in storage, or when a vehicle has not been retrieved from the repair facility upon the completion of repairs:

- A completed DPSMV-4218 form (attached).
- The current Storage Inspection License issued by State Police Towing and Recovery.
- An \$8.00 check or money order (payable to the Office of Motor Vehicles) to research the record for owner/lien holder information.

Upon receipt of the completed ORSV form:

- The department will notify the storage facility of the registered owner name and the lien holder information.
- The storage facility must notify the registered owner and lien holder of the storage and charges.
- In addition, notices must be sent to any person who may have an ownership interest in the vehicle.
- If insufficient information is provided, the ORSV form will be rejected.
- An affidavit of physical inspection, if requested. The physical inspection must be performed by a full-time Peace Officer Standards and Training (P.O.S.T.), certified law enforcement officer, who has been certified by the Department of Public Safety and Corrections, Office of State Police, to inspect motor vehicles.
- If a vehicle was last registered out-of-state, an NCIC check must be made by the Office of Motor Vehicles to determine the last registered owner and lien information.
- The department may rely upon the NCIC or any other nationwide databases available to process the ORSV.
- If the NCIC record is from a state which does not provide lien information, a Permit to Sell

will not be issued until satisfactory proof of ownership and lien information is submitted by the facility.

- If the ORSV is not received within three (3) business days, the department or one of its agents may adjust the date of storage and notify the facility of the new adjusted storage date based on the date the ORSV is received.
- When an adjusted date of storage is issued, storage charges shall begin on the new adjusted storage date.

RELATED POLICIES

Section IV 20.00 Permits to Sell for Stored and/or Repaired Vehicles

20.05 Disposal of Junked Vehicles



DPSMV4218.pdf

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**LOUISIANA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF MOTOR VEHICLES**

Section: IV Motor Vehicle Registration Requirements **Effective:** 09/20/1986
Number: 20.00 **Revised:** 11/04/2010

PERMIT TO SELL FOR STORES/REPAIRED VEHICLES

To view Louisiana Statutes: <http://www.legis.state.la.us/>

AUTHORITY

R.S. 32:1711-1731

Administrative

DEFINITIONS

A Permit to Sell is an authorization, issued by the Office of Motor Vehicles, that allows for the sale of a vehicle that was placed in storage or left in a repair facility and was subsequently abandoned by the owner. The owner is considered to be the last registered owner, the lien holder, or any other person with an ownership interest in the vehicle.

REQUIREMENTS

- Prior to sending out the first notice, the storage and/or repair facility must have filed and received owner information from the Office of Motor Vehicles or one of its authorized agents and must have obtained a current Storage Inspection License issued by the Louisiana State Police Towing and Recovery Unit.
- Within ten business days of the date that the Office of Motor Vehicles or one of its authorized agents sends the registration information, a first notice must be sent to the owner(s) by certificate of mailing. The certificate of mailing must show the cost of the mailing and the postal marking.
- The first notice must contain all of the following information:
 1. The name, and location (physical and mailing address) of the storage, parking or repair facility.
 2. A description of the vehicle including the year, make, model and correct vehicle identification number.
 3. The vehicle license plate number, the issuance state, and the expiration date of the plate (if known).
 4. The name of the person or agency which had the vehicle towed or placed in storage.
 5. The date the vehicle was placed in storage and any applicable adjusted storage dates. NOTE: If the storage date has been adjusted, then storage charges cannot be charged prior to the adjusted date.
 6. The condition of the vehicle.
 7. All outstanding charges against the stored vehicle.
 8. Notice of the owner's right to an administrative hearing as required in R.S. 32:1727, if ordered stored by law enforcement. The notice shall contain the deadline for requesting an administrative hearing and information regarding the date by which the request for an administrative hearing must be mailed by certified letter, return receipt requested.

- If a response is not received from the owner after forty-five days from the original date of storage or adjusted storage date, if applicable, the storage, parking or repair facility shall send a final notice to the owner(s) which must contain the following information:
 1. Requirements #1-7 as indicated above.
 2. The final notice shall inform the vehicle owner that unless all outstanding charges are paid and the vehicle is claimed or arrangements are made with the storage, parking or repair facility owner for the continued storage of the vehicle, the facility owner may apply for a Permit to Sell within fifteen (15) days of the date the final notice is received by the vehicle owner . The notice must also state that once the permit to sell is obtained , the vehicle will be sold and the proceeds will be disposed of in accordance with Louisiana R.S. 32:1730.
- If the storage, parking, or repair facility does not receive a response from the owner or lien holder, the storage facility may then apply for a Permit to Sell by submitting the following documentation:
 1. A copy of the original report of the stored vehicle including owner information that was furnished by the department or its authorized agent.
 2. Copies of the first and final notice that were sent to the owner of the stored vehicle.
 3. The original certificate of mailing stamped by the Post Office and the returned unopened envelopes, if applicable, for the first and final notices with postal marking indicating the attempt to deliver such notices. If either of these items cannot be furnished, other documented proof that the storage, parking or repair facility owner sent notice to the stored vehicle's owner shall be submitted to the department for review.
 4. An appraisal based on the most recent National Automobile Dealers Association Guide (NADA). The appraisal shall contain the year, make, model, vehicle identification number, appraised value according to NADA , name of storage repair facility, printed name of the representative of the storage/repair facility, full signature of the representative of the storage/repair facility, and address of the storage/repair facility.
 5. A photograph of the vehicle in its current condition.
 6. An affidavit of physical inspection if requested by the Office of Motor Vehicles. The physical inspection must be performed by a full-time Peace Officer Standards and Training (P.O.S.T.) certified law enforcement officer who has been certified by the Department of Public Safety and Corrections, Office of State Police, to inspect motor vehicles.
 7. If the vehicle was stored pursuant to a request from a law enforcement agency, the permit will be issued at no charge. If the vehicle was ordered stored by an entity other than law enforcement, a \$15 fee shall be required.
 8. A copy of the Storage Inspection License issued by Louisiana State Police, Towing and Recovery.
 9. Any correspondences sent by the Office of Motor Vehicles to the facility.
 10. If the facility has knowledge of a person with documented ownership interest, notices are required to be sent to that person. Copies of the first and final notice and the certificates of mailing must be submitted. This procedure would also apply to an individual who has left his vehicle for repairs.

DISPOSAL OF VEHICLES WITH "NO RECORD OF OWNERSHIP"

- If the department or its authorized agent has made every effort to obtain owner information on a stored vehicle and cannot obtain such, the department or its authorized agent shall furnish the storage, parking or repair facility with a copy of the original request for stored vehicle card with a letter indicating that ownership information could not be found.
- Within ten business days of the date the department or its authorized agent sends the information to the storage, parking or repair facility, the facility owner shall publish on two separate occasions an advertisement in the official journal of the locality where the stored vehicle is located.
- To verify the official journal for a specific area, visit www.sos.louisiana.gov and click on the publications link and then the Official Parish Journals link. No other form of advertisement will be accepted. Each advertisement shall contain the following information:
 1. The year, make and identification number of the stored vehicle.
 2. The name and physical address of the storage, parking or repair facility where the stored vehicle is located.
 3. Notice that if all current outstanding charges against the stored vehicle are not paid and if the stored vehicle is not claimed by the owner within fifteen (15) calendar days from the last date of publication of the advertisement, the facility owner may apply for a Permit to Sell.

REQUIRED DOCUMENTATION

- A copy of the original request for stored vehicle information that was sent to the department or its authorized agent and a copy of the letter that was returned from the department or its authorized agent indicating no ownership information could be found on the stored vehicle.
- Original proof of both publications from the newspaper with a copy of the advertisement (must show name of newspaper and the publication dates).
- An appraisal based on the most recent National Automobile Dealers Association Guide. The appraisal shall contain the year, make, model, vehicle identification number, appraised value according to N.A.D.A. , name of storage/repair facility, printed name of the representative of the storage/repair facility, full signature of the representative of the storage/repair facility, and address of the storage/repair facility.
- A photograph of the vehicle in its current condition
- A completed and notarized Hold-Harmless Affidavit stating ownership information could not be found. If owner information is available, the hold harmless would still be required but should state that owner information was found, how it was found, and that notices were sent.
- An affidavit of physical inspection. The physical inspection must be performed by a full-time Peace Officer Standards and Training (P.O.S.T.) certified law enforcement officer who has been certified by the Department of Public Safety and Corrections, Office of State Police, to inspect motor vehicles.
- If the vehicle was removed pursuant to a request from a law enforcement agency, the permit will be issued at no charge. If the vehicle was ordered stored by an entity other than law enforcement, a \$15 fee shall be required.
- If the facility has knowledge of a person with documented ownership interest but receives a "no record" letter from the Department, notices must be sent to that person in addition to compliance with the advertisement requirements. A copy of the first and final notices

and the certificates of mailing for each must be submitted. This procedure would also apply to an individual who has left his vehicle for repairs.

SPECIAL NOTES

- If the owner or lien holder claims the vehicle after a Permit to Sell has been issued, the facility shall immediately return the original Permit to Sell along with an explanation on company letterhead. This will nullify the Permit to Sell and reverse the record back to the original owner.
- Mobile homes and scooters that have never been registered in any state shall not be issued a Permit to Sell.
- Vehicles owned by public entities are exempt from seizure and are not eligible for issuance of a Permit to Sell.
- Once a Permit to Sell is issued, the facility can sell the vehicle. After deducting the storage/repairs and any other charges incurred in the Permit to Sell process, the balance, if any, from that sale, shall be held for six (6) months. The owner/lien holder has six (6) months to claim the proceeds, if any, from the facility; otherwise, the proceeds shall be forfeited.
- The donation of a vehicle with a Permit to Sell is not allowed.

Failure to follow the policy requirements may result in the facility having to restart the process, resulting in a new ORSV being filed and the loss of prior storage charges.

All files pertaining to stored/repaired vehicles shall be processed by the Specialized Vehicle Unit, Headquarters. All questions should be directed to (225) 925-6381.



FIRST NOTICE.doc



FINAL NOTICE.doc



SAMPLE VEHICLE APPRAISAL.doc



SAMPLE OF ADVERTISEMENT.doc

RELATED POLICIES

Section IV 20.01 Abandoned Vehicles - Sale or Use by Municipalities and Parochial Authorities

20.02 Canceled Permits to Sell or Permits to Dismantle

20.03 Duplicate Permits to Sell

20.04 Unreceived Permits to Sell/Permits to Dismantle

20.05 Procedure for Disposal of Junk Vehicles

20.06 Procedure for Disposal of Abandoned Vehicles Removed For Municipal Authorities

20.07 Official Report of Stored Vehicles (ORSV)



TOWING & RECOVERY PROFESSIONALS
of LOUISIANA, INC.

P.O. Box 46478 • Baton Rouge, Louisiana 70895-6478

MEMO:

ADVERTISEMENTS FOR NO RECORD OF OWNERSHIP / OUT OF COUNTRY VEHICLES

Within **10 business days** of the processing date on the O.R.S.V. Printout, you must publish an advertisement in the **Official Journal** of the locality where the stored vehicle is located on **2** separate occasions. You may call the office of TRPL to verify the Official Journal for your parish or visit <http://www.sec.state.la.us/pubs/pubs-opj.htm> for a listing.

If your local paper runs **daily or weekly**, this is how the Ad should read:

(Make/Vin#) is stored at **(Name and physical address of facility)**.

If all current charges are not paid and vehicle claimed by owner by **(month/date/year*)**, a Permit to Sell or Dismantle may be obtained.

***Note:** **The month/date/year is to be 15 calendar days past the 2nd occasion the Advertisement is to run.**

A notarized Proof of Publication from the newspaper WILL NOT be required as long as you furnish the Ads still attached to the page showing the name and dates of which the Ads were published.

After running your ads, you may apply for a Permit to sell after obtaining the additional requirements stated in the law.

- *NOTE: If you receive a "No Record" AND you have knowledge of the owner name and address, you must run an advertisement in the paper in addition to mailing a notice to that party immediately to remain within the 10 business day timeframe. If TRPL mails your notices be sure to contact us immediately and request that we mail your notice to the information that you have for the owner meanwhile placing your advertisement.*

(225) 664-4484 OR 1-800-349-8775

Fax (225) 664-5722 OR 1-888-411-0909

Visit us at: www.trpl.org

Email us at: info@trpl.org

FIRST NOTICE

Owner: _____ Year/Make/Model: _____

Identification #: _____
License Plate #: _____
Lienholder: _____ State of Issuance: _____

Expiration Date: _____

This is to advise you that the above referenced vehicle has been in continuous storage since
_____/_____/_____ with _____
(Orig. Storage Date) (Adj. Storage Date, if applicable) (Name of Storage/Parking/Repair Facility)

The vehicle was towed from _____ on _____.

It was placed in storage by: _____ The condition of the vehicle is:
 State Police Running
 City Police Not Running
 Sheriff's Office Wrecked
 Owner Stripped
 Other (explain) _____ Other (explain) _____

The total amount of the outstanding charges as of this date is \$ _____

(Name of Facility) (_____) _____
(Telephone Number)

(Physical Address) _____
(Business Office Hours)

(Mailing Address) _____
(Date of Letter)

(Signature of Authorized Representative)

NOTICE OF RIGHT TO A HEARING

(TO BE COMPLETED IF PLACED IN STORAGE BY LAW ENFORCEMENT)

In accordance with Louisiana R.S. 32:1727, the owner of any vehicle that was stored by a public agency has the right to an administrative hearing to determine if towing and storage of said vehicle was proper. The owner must make a request for hearing to the public agency that had the vehicle towed within ten (10) days of the date this notice was mailed. The request must be mailed by certified letter, return receipt requested. The hearing shall be conducted by the public agency authorizing the tow, within three (3) days after receipt of the request for a hearing. The address to which this request for a hearing must be sent:

Name: _____
Agency: _____
Address: _____

FINAL NOTICE

Owner: _____ Year/Make/Model: _____

_____ Identification #: _____
_____ License Plate #: _____
Lienholder: _____ State of Issuance: _____

_____ Expiration Date: _____

This is to advise you that the above referenced vehicle has been in continuous storage since
_____/_____/_____ with _____
(Orig. Storage Date) (Adj. Storage Date, if applicable) (Name of Storage/Parking/Repair Facility)

The vehicle was towed from _____ on _____.

It was placed in storage by: _____ The condition of the vehicle is:
___ State Police _____ Running
___ City Police _____ Not Running
___ Sheriff's Office _____ Wrecked
___ Owner _____ Stripped
___ Other (explain) _____ Other (explain) _____

The total amount of the outstanding charges as of this date is \$ _____

(Name of Facility) (_____) _____
(Telephone Number)

(Physical Address) _____
(Business Office Hours)

(Mailing Address) _____
(Date of Letter)

(Signature of Authorized Representative)

IN ACCORDANCE WITH PROVISIONS OF LOUISIANA R.S. 32:1728, UNLESS ALL OUTSTANDING CHARGES ARE PAID AND THE VEHICLE IS CLAIMED OR ARRANGEMENTS ARE MADE FOR THE CONTINUED STORAGE OF THE VEHICLE, A PERMIT TO SELL OR PERMIT TO DISMANTLE WILL BE APPLIED FOR WITHIN FIFTEEN (15) DAYS OF THE DATE FROM WHICH YOU RECEIVE THIS NOTICE. ONCE THE PERMIT TO SELL OR DISMANTLE IS OBTAINED, THE VEHICLE WILL BE SOLD OR DISMANTLED AND THE PROCEEDS WILL BE DISPOSED OF IN ACCORDANCE WITH THE PROVISIONS OF LOUISIANA R.S. 32:1730.

VEHICLE APPRAISAL

Year/Make _____

Model _____

Identification # _____

According to the most recent National Automobile Dealers Association Guide (N.A.D.A.) the value of the above referenced vehicle is:

\$ _____ .

The value listed above indicates the:

Rough Trade-in Average Trade-in Clean Trade-in Clean Retail

The value of the vehicle is less than the amount shown in the most recent N.A.D.A. The actual value of the vehicle is: _____

The vehicle has been appraised at a value lower than the most recent N.A.D.A. for the following reason(s):

Fire Damage Not Running Stripped Water Damage
Wrecked other (explain below)

Explanation:

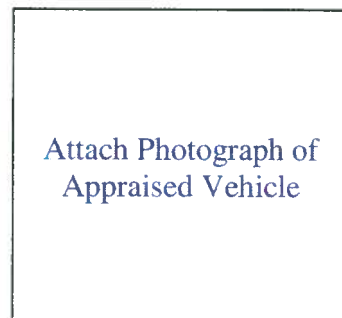
(Name of Storage/Repair Facility)

(Physical Address of Storage/Repair Facility city/state/zip)

(Printed Name of Storage/ Repair Representative)

(Full Signature of Storage/Repair Representative)

(Date)



Close

**LOUISIANA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF MOTOR VEHICLES**

Section: IV Motor Vehicle Registration Requirements **Effective:** 10/29/1999
Number: 20.05 **Revised:** 07/01/2010

DISPOSAL OF JUNKED VEHICLES

To view Louisiana Statutes: <http://www.legis.state.la.us/>

AUTHORITY

R.S. 32:1719-1720

R.S. 32:1728.2-.3

DEFINITION

Junked vehicle - any vehicle which is in such a state of deterioration that it can not be profitably restored and has a fair market value of \$500 or less as determined by using the rough trade-in value shown in the most recent National Automobile Dealers Association (NADA) guide.

Crush or dismantle - to render the vehicle in such a state that it cannot be used or rebuilt for use.

REQUIREMENTS

The following documents must be secured by the owner/operator of the towing/storage facility before requesting permission for the vehicle to be sold to a licensed crusher or dismantler. The facility must retain these documents for a minimum of three (3) years. These documents shall be open to inspection by any law enforcement officer during regular business hours.

- An affidavit of physical inspection. The physical inspection must be performed by a full-time Peace Officer Standards and Training (P.O.S.T.) certified law enforcement officer who has been certified by the Department of Public Safety and Corrections, Office of State Police, to inspect motor vehicles.
- An appraisal based on the most recent NADA guide. The appraisal must contain vehicle identification number, year, make, and model of the junk vehicle, NADA rough trade-in value, actual value if vehicle is valued lower than indicated by NADA and reason if the value is less than the NADA value, name of the storage/repair facility, address of the storage repair facility, printed name and signature of the storage/repair facilities representative completing the appraisal, and the date the appraisal was conducted.
- Clear color photographs of each side of the vehicle prior to crushing
- A copy of the Official Report of Stored Vehicle (ORSV)
- A copy of the notice that was mailed to the last registered owner, lien holder, and any other person with an ownership interest in the vehicle.
- The original certificate of mailing stamped by the Post Office.
- The returned unopened envelope with the postal marking indicating an attempt to deliver the notice, if applicable.

Each owner/operator of a tow facility, licensed by Louisiana State Police, Towing and Recovery Unit, who possesses a vehicle that meets the definition of junk as stated above may make application for crushing or dismantling of the vehicle at the expiration of thirty days from the mailing of the notice. The

tow/storage facility **SHALL** make application and receive authorization from the Office of Motor Vehicles prior to disposing of any vehicle defined as junk.

The application for permission to crush/dismantle a junk vehicle is to be entered on the Office of Motor Vehicles official website at www.expresslane.org. The following information will be required:

- Storage Inspection License number as issued by Louisiana State Police, Towing and Recovery Unit
- Vehicle Identification number, make, year, and body style of the junk vehicle
- The date the notice was mailed
- Appraisal value of junk as based on the most recent NADA.

The Office of Motor Vehicle shall grant approval or notify the owner-operator of denial of request for permission to dispose of the vehicle within ten (10) business days from the submission of the application. The vehicle may be released to a licensed crusher or licensed dismantler once approval is received.

Once the vehicle is sold to a licensed crusher or dismantler the owner-operator must submit a receipt of sale. The receipt **SHALL** be submitted to the Office of Motor Vehicles via the official website at www.expresslane.org. The following information will be required:

- Storage Inspection License number as issued by Louisiana State Police, Towing and Recovery Unit
- Vehicle Identification number, make, year, and body style of the junk vehicle
- Date of sale
- The following information pertaining to the crusher/dismantler: name, license number, address
- Name of person authorized to dispose of the vehicle to crusher/dismantler

A towing/storage facility must follow the same procedure for any abandoned vehicle removed at the request of a municipal or parochial authority. The facility must also maintain documentation of the request from the municipality or parish policing authority (acting under R.S. 32:473.1) which directed that vehicle to be removed.



SAMPLE VEHICLE APPRAISAL .doc