



City Clerk's Office  
Vehicle Immobilization License Application

**THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.**

Applicant:		File #:
Date complete application received:		Date license issued or denied:
Applicant ✓	APPLICATION REQUIREMENTS:	Staff ✓
	<b>Completed</b> Vehicle Immobilization License Application	
	Copy of valid driver's license or government issued identification card	
	1 - 2"x2" <b>Color</b> photograph of applicant	
	Proof of general liability insurance policy <ul style="list-style-type: none"> <li>• \$500,000.00 per person bodily injury</li> <li>• \$500,000.00 per occurrence bodily injury</li> <li>• \$100,000.00 per occurrence property damage</li> </ul>	
	Current schedule of fees charged by applicant or applicant's employer for the release of all vehicles immobilized, printed on company letterhead and signed by the owner of the company.	
	Copy of the notice that will be attached to immobilized vehicles	
	<b>Application fee - \$84.37</b>	
	Fingerprints taken in City Clerk's Office at time of application. <ul style="list-style-type: none"> <li>• City Clerk staff will provide applicant with Privacy Statement.</li> </ul>	
STAFF USE ONLY:		
	Meridian Police Department approval/background check	
	Meridian City Attorney's Office approval	



**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant E-mail Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer Mailing Address: \_\_\_\_\_

Employer Physical Address: \_\_\_\_\_

Name and address of agent for service of process in Idaho (*person responsible for receiving legal documentation on behalf of Applicant*):

\_\_\_\_\_

List all infraction, misdemeanor, and felony convictions, including probation violations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF OPERATIONS AND EQUIPMENT**

Description of all parking enforcement services to be provided and under the Meridian Vehicle Immobilization License (*vehicle booting, immobilization, towing, impoundment, relocation, barricading, etc.*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of any and all motor vehicles to be used to respond to calls for device removal:  
(*Attach separate sheet if necessary.*)

License plate state and number	Make	Model	Color	Identifying logos



# Idaho State Police

## Bureau of Criminal Identification



### NONCRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose, you have certain rights, which are discussed below.

This serves as notification from City of Meridian that your fingerprints will be used to check the criminal history records of the State of Idaho and the FBI and that those records will be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The collection of applicant fingerprints in Idaho is authorized by Idaho Code §67-3008.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- Procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record, or decline to do so, before being denied the job, license, or other benefit based on information in the criminal history record.
- Disclosure of your Social Security number is voluntary and is solicited pursuant to the Federal Privacy Act and Idaho Code §67-3012 to aid the processing of an interstate background check request for noncriminal justice purposes allowed by federal statute, federal executive order, or a state statute that the attorney general has approved.

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC § 552a). Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. Fingerprints will be searched against all available fingerprints retained in the NGI system. Depending on the nature of your application, other authorities may include numerous Federal or State statutes pursuant to Public Law 92-544 or other authorized authorities. Idaho does not retain non-police applicant fingerprints, and those prints are not retained at the FBI for future comparisons against submitted fingerprint requests at the time of the applicant's submission.

According to Idaho state law, and if agency policy permits, you may be provided a copy of your FBI criminal history record for review and possible challenge upon submission of a written request. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process can be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same website address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/ corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30-16.34)

If a change, correction, or update needs to be made to an Idaho criminal history record, that process information is available on the Idaho State Police website <https://isp.idaho.gov/bci/criminal-history/>

**700 South Stratford Drive, Suite 120 • Meridian, Idaho 83642-6251**

**EQUAL OPPORTUNITY EMPLOYER**

Revised 08/08/25