\*\* Please print and fill out the Fingerprint Applicant Waiver/Agreement using link listed online for anyone that will have fingerprints collected. Fax the completed from to 239-477-1118 or scan and email to LcsoTowingApplication@sheriffleefl.org prior to or as soon as possible after fingerprinting is complete\*\*

1. The driver or company will use the Lee County Sheriff’s Office public website to complete the new driver application. The website is [www.sheriffleefl.org](http://www.sheriffleefl.org), you will then click on the BUREAUS & DEPARTMENTS tab along the top and select the TRAFFIC UNIT link. Along the left side of the screen you will see a Tab/Link labeled REGISTER FOR TOWING PERMITS, click on this link to be directed to the registration screen.

On the next screen you will find two sets of instructions, one for Tow Driver Permits and one for Tow Business Permits. If registering a driver, simply click the link for Tow Driver Application, you will then be redirected to the new online application system. All fields with red asterisks MUST BE filled out in order to continue to the next step.

\*\*If the driver is new to your company but had a permit with a different company prior to employment with the new company, you will still use the same process. During step 2 you will be asked about prior background checks and permits, answer accordingly and we will see it on the application when it is received. \*\*

\*\* Once the application is uploaded via the internet, we will receive an automatic notification letting us know that a new application was submitted and know to await background check results or review a previous one.\*\*

\*\* Fingerprints can be completed Monday through Friday at the Lee County Sheriff’s Office Main Headquarters located a 14750 Six Mile Cypress Parkway between the hours of 8:00 AM and 3:00PM, no appointment necessary.\*\*

1. The second step will be the new driver coming to the Lee County Sheriff’s Office Main Headquarters, where he or she will have their fingerprints taken. They will pay the staff the $5.00 dollar fee for collecting the fingerprints locally. The Driver, will be issued their fingerprint card with the TCIN number. This T.C.I.N. number will be required to pay the $36.00 background check fee that is completed by FDLE and the FBI.

\*\*If the driver has had a background check completed within the last 5 years they WILL NOT be required to complete another one. We will be keeping records and can check once we see the driver previously had a permit issued by the Lee County Sheriff’s Office.\*\*

\*\*FDLE states the usual time to complete the background check is 72 hours from time of payment, unless there is a problem that needs to be looked at further. Once complete the results will be securely sent back to the Sheriff’s Office for review. \*\*

\*\* FDLE Payment website is- https://fdle.state.us/caps

\*\*FIRST, MIDDLE, AND LAST NAME MUST BE IN ALL CAPITAL LETTERS EXACTLY AS IT IS ON YOUR DRIVER’S LICENSE. THE DATA COMES FROM A SWIPE/SCAN OF YOUR DRIVERS LICENSE, IF IT IS NOT IN ALL CAPITAL LETTERS OR DOES NOT MATCH THE LICENSE EXACTLY YOU WILL RECEIVE A NAME ISSUE ERROR

\*\* MAKE SURE THE TCN NUMBER IS ENTERED CORRECTLY, IF THE TCN NUMBER IS ENTERED INCORRECTLY IT WILL NOT FIND YOUR RECORD IN THE SYSTEM AND YOU WILL RECEIVE AND INCORRECT NUMBER ISSUE\*\*

\*\*Payments MUST be made online within 30 days of the scan, failure to comply will result in the original scan being purged and fingerprints will have to be re-scanned. \*\*

\*\*The background check WILL NOT be processed by FDLE and The FBI until the fee is paid by either the company or applicant. Please read the instructions below to ensure the website works properly! \*\*

1. Once reviewed, the company will be contacted and given approval or denial of the application. If approved, the $25.00 permit fee will be collected and an ID card issued to the driver.

\*\*Payment methods remain the same, cash, check, or money order mailed or hand delivered\*\*

1. Once payment is received for the permit the ID card and receipt(s) will be mailed to the company within 10 business days. Businesses will be contacted and given the option to pick up the permits at the Sheriff’s Office instead of being mailed.