



Private Booting Personnel

Date _____
Tracking Number _____

**PRIVATE BOOTING PERSONNEL APPLICATION**

**NEW/RENEWAL**

**GENERAL EXPECTATIONS**

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- Booting of vehicles on private property is regulated by the Department of Safety and Permits. All businesses involved with the booting of vehicles on private property are required to be licensed to do so within the requirements proscribed in CCNO 66:402-408.
- All personnel involved in placing or removing boots on vehicles parked on private property must be approved by the Department of Safety and Permits prior to removing or replacing a boot.
- The maximum charge for removing a boot is \$90.00. No extra charge shall be made for any check or credit card payment. The fee to release the boot shall be reduced by 50 percent (a maximum fee of \$45.00) should the booting service business not arrive within 30 minutes of receiving a request for such vehicle's release. There shall be no charge to release the boot should the booting service business not arrive within 60 minutes of receiving a request for such vehicle's release.
- All personnel authorized to place or remove boots must issue a receipt to the individual paying booting charges, as per requirements set forth in CCNO 66:403(f)
- The person placing or removing the boot must wear a company uniform and a picture identification badge displaying the name of the booting service business, the name of the person and the person's employee number. Both the uniform and badge must clearly indicate the company employing the person.
- Records pertaining to booting must be kept a minimum of five years, and made available to the Department of Safety and Permits upon request during normal working hours at the booting service business.
- There shall be no payment of any kind by the booting service business to anyone associated with the business, store or establishment being provided booting service.

**REQUIRED ATTACHMENTS TO APPLICATION**

- Federal Background Check (no criminal convictions within ten years of date on application) on business owner and personnel who will placing or removing boots.
- A drug screen, performed at a facility approved by the Department of Safety and Permits.
- A color copy or photograph of a valid and current driver's license.

**CRITERIA FOR APPROVAL**

- Must be at least 21 years of age
- Must have no criminal convictions within ten years of date on application and must pass a drug screen analysis
- Must have a valid driver's license

LIST BELOW NAME OF BOOTING PERSONNEL

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Booting Business Name \_\_\_\_\_

Have you been charged or convicted of any crime or city code violation within the past ten years preceding the date of this application? Yes/no

I understand that my approval to place or remove boots is subject to cancellation, suspension or revocation for failure to fully comply with the rules and regulations set forth by the Department of Safety & Permits, the City Code of New Orleans and Louisiana State Law.

I hereby certify that all information in the application is true and correct and that no refunds will be granted once payment is received for this application.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_