

**FIFTEENTH JUDICIAL CIRCUIT  
VEHICLE IMMOBILIZATION PROGRAM  
INFORMATION SHEET**

Approved vehicle immobilization programs in the Fifteenth Judicial Circuit provide immobilization/impoundment services in certain criminal cases pursuant to Florida Statute 316.193(6)(d), Fifteenth Judicial Circuit Administrative Order 4.902, and in accordance with directives of the court. The application period for new immobilization companies is from May 1 - May 31. Below are the minimum requirements for becoming an approved vehicle immobilization program for the 15th Judicial Circuit.

**I. APPLICATION REQUIREMENTS:**

- A. Persons immobilizing vehicles in the Fifteenth Judicial Circuit must have no record of any felony conviction or of driving or boating under the influence of alcohol or a controlled substance in the last 3 years.
- B. Persons immobilizing vehicles and owners of the companies must submit to a background investigation by Court Administration, which shall include the right to obtain and review the criminal record of the applicant, if one exists.
- C. A completed application must be timely submitted with all of the following completed:
  - 1. All questions must be answered
  - 2. Application must be signed and dated
  - 3. Non Refundable application fee in the amount of \$500.00. A cashier's check or money order must be made payable to the **Board of County Commissioners** in the amount of \$500.00.
  - 4. An additional nonrefundable fee in the amount of \$50.00 for each employee or independent contractor who will be performing immobilization or impoundment services on behalf of the immobilization agency. Cashier's check or money order is to be made payable to the **Board of County Commissioners** in the amount of \$50.00 per person.
  - 5. The application must be returned to the Administrative Office of the Court, Attn: April Bristow, Palm Beach County Courthouse, 205 N. Dixie Highway, West Palm Beach, Florida.
- D. Submit 30-day, 60-day, and 90-day Fee Schedule
- E. Submit a sworn affidavit attesting that the company:
  - 1. has verifiable experience in immobilizing vehicles
  - 2. maintains accurate and complete records of all payment for the immobilization, copies of all documents pertaining to the court's order of immobilization, and any other document relevant to the immobilization and keeps these records for at least three (3) years.
  - 3. employs and assigns persons to immobilize vehicles who as required by Florida Statute

316.193(13)(a)(2):

- a. Have not been adjudicated incapacitated under s. 744.331, or a similar statute in another state, unless his or her capacity has been judicially restored; have not been involuntarily placed in a treatment facility for the mentally ill under chapter 394, or a similar law in any other state, unless his or her competency has been judicially restored; or have not been diagnosed as having an incapacitating mental illness unless a psychologist or psychiatrist licensed in this state certifies that he or she does not currently suffer from the mental illness.
- b. Are not a chronic and habitual user of alcoholic beverages to the extent that his or her normal faculties are impaired; have not been committed under chapter 397, former chapter 396, or a similar law in any other state; not have been found to be a habitual offender under s. 856.011(3), or a similar law in any other state; or have not had any convictions under this section, or a similar law in any other state, within 2 years before the affidavit is submitted.
- c. Have not been committed for controlled substance abuse or have been found guilty of a crime under chapter 893, or a similar law in any other state, relating to controlled substances in any other state.
- d. Have not been found guilty of or entered a plea of guilty or nolo contendere to, regardless of adjudication, or been convicted of a felony, unless his or her civil rights have been restored.
- e. Are citizens or legal resident aliens of the United States or have been granted authorization to seek employment in this country by the United States Bureau of Citizenship and Immigration Services.

**II. RESPONSIBILITY OF COURT APPROVED VENDORS:**

- A. Court approved vendors are authorized to immobilize or impound vehicles in the Fifteenth Judicial Circuit.
- B. Court approved vendors must maintain accurate and complete records of all payments for immobilization, copies of all documents pertaining to the court's order of impoundment or immobilization, and any other documents relevant to each immobilization. Such records must be maintained by the immobilization agency for 3 years.
- C. Court approved vendors have an ongoing responsibility to inform Court Administration of any employees or independent contractors working on the company's behalf who will be immobilizing vehicles.
- D. The employees/independent contractors of court approved vendors must have the proper identification with them whenever involved in the immobilization process and must present his/her identification when requested.
- E. No new employees or independent contractors will be permitted to immobilize vehicles in the Fifteenth Judicial Circuit unless and until the immobilization agency has received notice from Court Administration that the employee does not have any disqualifying criminal history and has

otherwise been approved.

**III. RESPONSIBILITY OF THE COURT:**

- A. Once the application has been reviewed for compliance with the requirements of Florida Statute 316.193(13) and approved by the Chief Judge, the name of the immobilization agency will be added to the Court's Order of Impoundment or Immobilization.
- B. Court Administration will maintain a list of the names and numbers of all immobilization agencies that meet the requirements of Florida Statute 316.193(13) and which operate and provide all essential services associated with the immobilization/impoundment of vehicles found to be in violation of Florida Statute 316.193(6)(d) and in accordance with the directives of the court.
- C. The Chief Judge shall establish an approved list of Immobilization Agencies for the Fifteenth Judicial Circuit each year. At the time of renewal, a reasonable renewal fee set by the Chief Judge shall be due from the agencies.
- D. The Chief Judge reserves the right to withdraw permission of an employee, independent contractor or immobilization agency from performing immobilization or impoundment services within the Fifteenth Judicial Circuit if such person or company engages in practices which compromise the integrity of the court.

I have read the foregoing criteria and understand that approval of my application is contingent upon my satisfying the requirements of Florida Statute 316.193(13).

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

If you have any questions about the Vehicle Immobilization Program, you may contact Court Administration at (561) 355-1952 or direct your questions in writing to the Administrative Office of the Court, Main Judicial Complex, 205 N. Dixie Highway, Room 5.2500, West Palm Beach, FL 33401.

**FIFTEENTH JUDICIAL CIRCUIT  
VEHICLE IMMOBILIZATION PROGRAM  
VENDOR APPLICATION**

**INSTRUCTIONS: ALL QUESTIONS MUST BE ANSWERED ACCURATELY AND COMPLETELY.**

NAME OF BUSINESS \_\_\_\_\_

NAME OF BUSINESS OWNER \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

BUSINESS ADDRESS \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

TELEPHONE \_\_\_\_\_  
(WORK) (CELL)

FAX \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF BUSINESS ENTITY: \_\_\_\_\_

NAME OF REGISTERED AGENT \_\_\_\_\_

ADDRESS OF REGISTERED AGENT \_\_\_\_\_

NAMES, AND PROOF OF QUALIFICATION OF PERSONS WHO ARE AUTHORIZED TO PERFORM VEHICLE IMMOBILIZATIONS ON THE ABOVE NAMED COMPANIES BEHALF.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For each person listed above, a signed authorization must be submitted to Court Administration listing the person's full legal name, date of birth, social security number, race and gender.

**OCCUPATIONAL/PROFESSIONAL LICENSES OR CERTIFICATES:**

TYPE \_\_\_\_\_ NUMBER \_\_\_\_\_

DATE OBTAINED \_\_\_\_\_ RENEWAL DATE \_\_\_\_\_

IF LICENCE IS PENDING TYPE: \_\_\_\_\_ DATE TO BE RECEIVED \_\_\_\_\_

DATE ISSUED \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

**VEHICLE IMMOBILIZATION EXPERIENCE (please list most current experience first, including month and year)**

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HAVE YOU, OR ANY PERSON WORKING ON YOUR BEHALF BEEN CONVICTED OF:

A felony, driving or boating under the influence of alcohol or a controlled substance in the last 3 years  YES  NO

IF YES, STATE THE NAME OF THE PERSON, THE CHARGES, AND THE COURT IN WHICH THE ADJUDICATION WAS MADE.

DO YOU HAVE ANY PENDING CRIMINAL ACTIONS AGAINST YOU?

YES  NO

IF "YES", LIST CHARGE(S), AGENCY, AND CURRENT STATUS OF CASE(S) AND THE COURT IN WHICH THE CHARGES ARE PENDING:

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I hereby affirm that the foregoing information is true and correct to the best of my knowledge.

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Signature of Business Owner

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Date

**AUTHORIZATION TO CONDUCT BACKGROUND CHECK**

I, \_\_\_\_\_, as an applicant to provide vehicle immobilization services in the Fifteenth Judicial Circuit, do hereby authorize Court Administration to conduct a background search (including FCIC, NCIC, DAVID and Clerks of Court) in accordance with the requirements set forth in Florida Statute section 316.193(13). I acknowledge that the results of the search may reveal events and circumstances that could disqualify me from being approved as a vehicle immobilizer.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Printed Name

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date

**REQUIRED INFORMATION TO CONDUCT SEARCH:**

Legal Name: \_\_\_\_\_

Aliases: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Gender: \_\_\_\_\_

Race: \_\_\_\_\_