



**REQUEST FOR REIMBURSEMENT FOR COMMERCIAL TOWING SERVICES -  
ABANDONED MOTOR VEHICLE PROGRAM**

NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF WASTE MANAGEMENT  
(08-2022)

Telephone: 701-328-5166

Fax: 701-328-5200

Email: [solidwaste@nd.gov](mailto:solidwaste@nd.gov)

Website: <https://deq.nd.gov/wm>

Clear Form

**SECTION 1: ADMINISTRATIVE SECTION**

Name of Commercial Towing Service		Telephone Number	
Applicant Name		Position	Fax Number
Address		City	
State	Zip Code	Amount Requested	Date of Request

**SECTION 2: ATTACHMENTS**

The following documents must accompany this Request for Reimbursement for Commercial Towing Services-Abandoned Motor Vehicle Program form:

**a.** Written documentation or proof that the commercial towing service was requested to take an abandoned vehicle into custody by either law enforcement or by an owner, lessee, tenant, or occupant of private property in accordance with NDCC Section 23.1-15-03 Custody of abandoned vehicle.

Law Enforcement Agency Name	Case Number	Is documentation attached?	Yes	No
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**b.** Written documentation or proof that the abandoned motor vehicle meets the exemption of

- 1) being more than seven model years of age;
- 2) is lacking vital components, and;
- 3) does not display a license plate currently valid in ND or any other state or foreign country.

Note: If the above is noted, the vehicle is immediately eligible for disposal and is not subject to the notification, reclamation, or title provisions of NDCC Chapter 23.1-15.

Does vehicle meet exemptions listed in "b" above?	Yes	No	If the answer is <b>yes</b> , is documentation attached?	Yes	No
<i>If the answer to section "b" was no, go to section "c".</i>			<i>If the answer to section "b" was yes, go to section "d".</i>		

**c.** If an abandoned motor vehicle does not meet the requirements of (b) then the following documentation is needed:

1. Proof that notice was given within 10 days of the taking and that the notice meets the requirements of NDCC Subsections 23.1-15-05(1)-(3);	Is documentation attached?	Yes	No
2. Proof that notice was provided to the law enforcement agency within twelve hours of completing the tow and that the notice meetings the requirements of NDCC Subsections 23.1-15-05(3)-(4).	Is documentation attached?	Yes	No
3. Proof that the owner, secured parties, or a lienholder did not reclaim the vehicle in accordance with NDCC Section 23.1-15-06	Is documentation attached?	Yes	No

**d.** Written documentation of the costs incurred under the contract for towing and up to 30 days of storage charges resulting from taking an abandoned motor vehicle into custody in accordance with NDCC Subsection 23.1-15-09(4). This includes the cost of towing, scene cleanup, storage, notice and publication, and disposal of abandoned vehicle. *See page 2 of Reimbursement Policy for Commercial Towing for eligible rates.* Itemized receipts must be attached for the following:

1. Towing Costs	\$	Is itemized receipt attached?	Yes	No
2. Storage Costs	\$	Is itemized receipt attached?	Yes	No
3. Notice and Publication Costs	\$	Is itemized receipt attached?	Yes	No
4. Disposal of the Abandoned Motor Vehicle Cost	\$	Is itemized receipt attached?	Yes	No
5. Miscellaneous Costs (Explanation must be attached)	\$	Is itemized receipt attached?	Yes	No
		Is explanation of expense attached?	Yes	No
<b>TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT:</b>	\$			

**SECTION 3: APPLICANT SIGNATURE**

The applicant's signature certifies that the foregoing information is true, correct, and complete and that payment (reimbursement) has not been received from any other source (i.e., insurance reimbursement).

Commercial Towing Service/Applicant Signature	Title	Date
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**SECTION 4: ND DEPT OF ENVIRONMENTAL QUALITY REVIEW**

Review completed by	Title		
Approved Payment Amount	Signature of Reviewer	Date	
Approved by ND Dept of Environmental Quality Division Director	Date	Department Code	

Request For Reimbursement Can Be Submitted To [solidwaste@nd.gov](mailto:solidwaste@nd.gov) or by mail to:

**ND Department of Environmental Quality  
Division of Waste Management  
4201 Normandy Street  
Bismarck, ND 58503-1324**