



Information on junk and salvage requirements may be found on the DMV website dmv.ny.gov under (Dealer & Transporters) “Learn more about Junk & Salvage Businesses”. You may also reference Commissioner’s Regulations Part CR-81 and New York State Vehicle and Traffic Law 415-a.

Note: Copies of required documents will also have to be given to the Automotive Facilities Inspector at the time of inspection.

All requirements listed below must be met or your application will be denied.

- 1. Proof of business name:
 - (a) Corporation or LLC:
Filing Receipt from NYS Department of State; percentage of stock ownership for each officer.
 - Forms can be obtained through the NYS Department of State, Division of Corporations (518-473-2492) www.dos.ny.gov.
 - (b) Partnership or Individual using an assumed name:

You must complete, notarize, and file an “Business Certificate of Assumed Name” also known as a DBA with the county clerk where the business is located. You must also provide a phone bill with business name at the business address.
- 2. Copies of driver licenses or government-issued photo ID for **all** owners and officers or members of LLC.
- 3. Copy of your New York State Department of Tax and Finance (DTF-17A) Certificate of Authority or your valid Tax ID number. For information contact NYS Department of Taxation and Finance at 800-698-2909.
- 4. Attach a signed check or money order made out to the Commissioner of Motor Vehicles. Starter checks are not accepted.
- 5. Sign and complete application VS-1JS.
- 6. Proof of Worker’s Compensation Insurance for employees.
- 7. Proof of Zoning (under 10 years old), from the local municipality allowing a Vehicle Dismantler or Salvage Pool (depending on which one applied for) at your location.
- 8. A manufacturer’s certificate or invoice as proof of approved motor vehicle refrigerant recycling or recapturing equipment as required by Section 415-a of NYS Vehicle & Traffic Law.
- 9. Dismantlers or salvage pools located in Queens, Kings, Richmond, Bronx, and New York counties must provide a fire department permit and New York City Department of Consumer Affairs licenses: second-hand auto dealer license; and general & second-hand auto dealer license. For information go to <https://www1.nyc.gov/nycbusiness/description/junk-and-salvage> or call 311 within NYC or outside of NYC call (212) 639-9675.
- 10. Scrap Processors - General Business Law §69-f requires Scrap Processors to obtain a license from the municipality where the business is located.
- 11. A permanently bound book of registry with consecutively numbered pages, which complies with Commissioners Regulations 81.
- 12. The seven-digit facility number must be displayed on all advertising, business stationery and on all vehicles.
- 13. Adequate safeguard for records.
- 14. Proof of ownership for all vehicles and major components in stock.
- 15. Sign at the facility’s main entrance with the seven-digit facility number on it and name under which it is registered.