



Information on junk and salvage requirements may be found on the DMV website [dmv.ny.gov/org](http://dmv.ny.gov/org) 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](http://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.