REPAIR SHOP REQUIREMENTS

Information on Repair Shop Requirements may be found at dmv.ny.gov under “open a repair or body shop” (dmv.ny.gov/repair/open-repair-body-shop), in the DMV Commissioner’s Regulations Part CR-82, and in Vehicle and Traffic Law 398-d.

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 at 518-473-2492 or at dos.ny.gov.
   (b) Partnership or Individual using an assumed name:
      You must complete, notarize, and file a “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 ID for all owners and officers or members.

☐ 3. A copy of your New York State Department of Taxation and Finance Certificate of Authority (DTF-17A) or a valid NYS tax ID number. For information, contact NYS Department of Taxation and Finance at 518-485-2889 or tax.ny.gov.

☐ 4. Attach the fees indicated on your application via check or money order payable to Commissioner of Motor Vehicles. Starter checks are not accepted.

☐ 5. Sign and complete the application. Stamped signatures are not accepted.

☐ 6. Proof of Worker’s Compensation Insurance for employees.

☐ 7. Proof of Zoning (under 10 years old), from the local municipality allowing an automotive repair business at your location.


☐ 9. A manufacturer’s certificate or invoice as proof of an approved motor vehicle refrigerant recycling or recapturing equipment as required by Section 398-c of NYS Vehicle & Traffic Law.

☐ 10. Applicants must have a unique and exclusive mailing address, verifiable with USPS, and exclusive use of their mail receptacle.

☐ 11. Provide a physical location for a mobile repair shop where the vehicle is parked at night.