



Information on Repair Shop Requirements may be found at [dmv.ny.gov](http://dmv.ny.gov) under “open a repair or body shop” ([dmv.ny.gov/repair/open-repair-body-shop](http://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](http://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](http://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.
- 8. Certificate of Occupancy is required for Queens, Kings, Richmond, Bronx, New York counties. Must state the exact location of the auto repair business.
- 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.

