



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/org/repair/open-repair-body-shop](http://dmv.ny.gov/org/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. A deed, mortgage or receipted tax bill if you own the property at the location of your business. If you rent at that location, supply the lease or rental agreement and copy of the deed, mortgage or tax bill from the property owner. If you sublease at that location, supply a copy of the lease and the sublease. If you have a pending lease, attach a notarized statement from the property owner that states you will have permission to use the location to repair motor vehicles upon application approval, and that describes exactly which portions of the building your business will occupy.
- 11. Applicants must have a unique and exclusive mailing address, verifiable with USPS, and exclusive use of their mail receptacle.
- 12. Provide a physical location for a mobile repair shop where the vehicle is parked at night.

