

Business Application

State of Arkansas Towing & Recovery Board

PLEASE FILL OUT THIS FORM COMPLETELY AND PRINT LEGIBLY • THIS FORM **MUST** BE SIGNED BY THE OWNER

Check All That Apply (Non-Consent are allowed to perform all services) :

CONSENT \$25

REPOSESSION \$150

VEHICLE IMMOBILIZATION \$150

NON-CONSENT \$150

County _____

Arkansas State Police Troop _____

Company Name _____

Please Indicate Dba or Incorporated

Physical Address _____

City _____ Zip _____

(*Indicate if your storage lot is different than the physical address)

Mailing Address _____

CHECK HERE IF THE SAME AS THE PHYSICAL ADDRESS

Telephone Day : _____

Night: _____

Fax : _____

Cell: _____

Email Address _____

Owner(s) _____ Owner(s) _____

Office Manager _____ Has the owner changed since last year? _____

Do you owe a Civil Penalty or Late Fees? _____ If you are a new company, did you previously own a tow company? _____

Has your towing company been subjected to any court ruling as a result of it's towing operations? _____

INSURANCE COVERAGES

I understand that the minimum insurance coverage required for licensing a tow facility or permitting a tow vehicle in Arkansas must remain in effect throughout the licensing period. A lapse in coverage for any reason will result in the immediate suspension or revocation of my business license. ATRB must be notified immediately of any change in coverage or insurance provider.

NON-CONSENT ONLY FACILITIES •Self Certification

In accordance with the rules and regulations of the Arkansas Towing & Recovery Board, all tow businesses are required to meet certain standards at any facility. A tow facility must:

- Be in a location that is easily accessible, located in Arkansas.
- Maintain a secure filing system for record keeping.
- Display signage with the company name, physical address, telephone number(s) and hours of Operation. Signs must be 4'x6' or meet local building codes or sign ordinance standards.
- A 16"x20" sign posted in the public area notifying customers of the complaint process.
- Your maximum rate schedule must be posted in a conspicuous place.
- All vehicles are stored in a manner that protects a customer's vehicle and personal property while in the care and custody of the tow facility.

As the owner, I hereby certify and confirm that the tow facility noted above meets the criteria established in the rules and regulations administered by the Arkansas Towing & Recovery Board including the items highlighted above.

Owner (Please Print)

Owner (Signature)

Date

The CheckList

What you need to License or Register your tow business with the Arkansas Towing & Recovery Board

1. **DBA Registration:** Submit proof of your DBA registration is registered with the County Clerk's Office. If your company is registered with the Arkansas Secretary of State, staff will verify on the Arkansas Secretary of State website.

2. **Business Application:** Complete a "Business Application." Date and sign it.

3. **Tow Vehicle Safety Inspections Form:** Submit (1) form for each tow vehicle.

- The inspection must be completed by a certified law enforcement officer.
- Don't forget to sign and date it.

4. **Pictures:** Take three (3) photos of your truck. Driver's & Passenger sides and License Plate. The business name, phone number and ATRB license number must be visible on both side pictures.

*[If this is a new truck, only submit the two side pictures. You will submit the plate picture **AFTER** you obtain the permit from ATRB. After you receive the permit, you will go to the Revenue Office.]*

5. **Certificate of Insurance:** This form will **ONLY** be accepted directly from the insurance company. Call your insurance agent, ask that they send the tow board a Certificate of Liability Insurance. It may be emailed to somer.shannon@arkansas.gov or artowing@arkansas.gov.

6. **Payment:** Include a check, cashier's check, or money order. Or you can pay online. If you decide to pay online, the licensing coordinator will email you an online payment link. Never pay online before speaking with the office personnel. Call or email for instructions. A Non-Consent, Repossession or Immobilization license cost \$150.00 annually, a Consent Registration cost \$25 annually and a tow permit cost \$72.00 annually.

7. **Rate Sheet:** Non-Consent Tow Companies must submit a Rate Sheet with their initial license application and annual renewals.

8. **Required Non-Consent Pictures:** Non-Consent Tow Companies must submit following pictures per Rule 6.3 (5) (a) Complaint notification process (b) Exterior business location signage (c) Tow Rate schedule

8. **Questions:** If you have a question, call our office at 501.682.3801.

Current Forms Can be Printed Off the Website www.artowing.arkansas.gov

Our Mailing Address :
900 West Capitol, Ste. 400
Little Rock, Arkansas 72201

Our General Office Number :
501.682.3801

Common items that hold up your application for renewal.

- All documents, including the business application, insurance, vehicle signage must all bear the same company name.
- Photo's must be clear and readable and matched with the inspection form.
- Unsigned documents.
- Falsified or doctored (last years) tow permit inspection forms.
- Incomplete Certificate of Insurance; must come direct from the insurance company.