



Office of Consumer Protection

50 Sanatorium Road, Building A, 5th Floor, Pomona, NY 10970
Phone: (845) 364- 3901 Email: CPLCAL@co.rockland.ny.us

Kimberly Von Ronn, Esq.
Director and Public Advocate

Dear Towing Operator Applicant:

Chapter 394 of the Laws of Rockland County requires that persons doing business as tow truck operators obtain a Rockland County license specifically for conducting non-consensual passenger vehicle tows. This license is required only when the tow is performed without the prior consent or authorization of the vehicle's owner or operator.

Before filling out the enclosed application, please be sure to read the instructions carefully. Note, the application and child support form must be notarized.

The filing of an application does NOT constitute permission or authority to operate, solicit or advertise a towing business. A license must have been issued and in your possession before any operation may be legally conducted.

Operating a Towing business in Rockland County without a license is a crime as well as a civil violation. The criminal penalty upon conviction is a fine up to \$1,000 and/or up to 1 year in jail. The civil penalty is a fine up to \$1,500 per day of unlicensed operation and/or impoundment of your vehicles.

The Office of Consumer Protection is available to assist you in the application process. Please do not hesitate to contact us to answer any questions.

Sincerely,

Kimberly Von Ronn, Esq.
Director & Public Advocate



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TOWING OPERATOR LICENSE APPLICATION INSTRUCTIONS

Failure to complete the required information may result in the delay or rejection of your application. Do not leave portions blank. Complete all required sections; write N/A, if appropriate. Providing false or misleading information in the application may result in the denial of your application and subjects you to suspension or revocation, if license is issued, as well as possible criminal penalties pursuant to Penal Law Section 175.

1. Application Requirements

- ❖ Applications must be filled out *completely*. Incomplete applications may be rejected.
- ❖ Required forms and documents must accompany the application.
- ❖ Fees must be paid before Application will be reviewed.
- ❖ Application must be signed and notarized.

2. Fees

- ❖ All fees are non-refundable, regardless of whether an application is approved, and a license is issued. Payment can be made by Credit Card, Check, or Money Order payable to: *Rockland County Commissioner of Finance*.
- ❖ Each application is \$325 + \$75 per vehicle registered with business.
- ❖ **Note:** Every wrecker or tower registered with the business must have the company name and license number (*at least 6" in height*) painted or permanently affixed on each side of the wrecker or tow truck.

3. Annual License Renewal

- ❖ Licenses are valid until August 31st regardless of the time application is submitted. Licenses must be timely renewed with required documentation and annual fee.
- ❖ Renewal Application fee is \$225 + \$75 per vehicle.

4. **Photo Identification**

- ❖ Valid New York State Driver's License **with a towing endorsement** must be submitted.
- ❖ If applicant has an out-of-state driver's license, it must be **valid for operation of a wrecker or tow truck in New York State.**

5. **Towing Vehicles**

- ❖ Current State DMV registrations for all wreckers or tow trucks used in connection with the business must be submitted with the application.
- ❖ If the Registration is not issued to either the Applicant or the Business, the Applicant must attach a signed statement from the Registered Owner of the vehicle authorizing use of the vehicle for the Applicant's Business, the Registered Owner's relationship to the Applicant and whether or not the Registered Owner is employed by the Owner.
- ❖ Vehicles registered to another company will not be accepted.
- ❖ Updated Authorization Statements will be required annually upon license renewal.

6. **Child Support Certification**

- ❖ Individual Applicants must submit a Complete Child Support Certification Form. Child Support Forms must be notarized.

Persons who are four (4) months or more in arrears in child support or who have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding may be subject to suspension of their business, professional, drivers and/or recreational licenses and permits. *NYS General Obligations Law § 3-503.*

The intentional submission of false written statements for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable pursuant to Section 175.35 of the New York State Penal Law.

7. **Criminal Convictions**

- ❖ You will be required to list any criminal convictions of Applicant.
- ❖ A criminal conviction does not represent an automatic bar to licensure. Each case is considered and evaluated on an individual basis in relation to the type of work performed.

8. **Proof of Authority to Conduct Business in Rockland County, State of New York**

A CORPORATION must submit a copy of the filing receipt from the New York State Secretary of State granting the corporation the authority to do business in New York State.

A FOREIGN CORPORATION with an ASSUMED NAME must submit a copy of the filing receipt from the New York State Secretary of State granting use in the County of Rockland of the Assumed Name.

A DOMESTIC or FOREIGN CORPORATION must submit a copy of the filing receipt from the New York State Secretary of State granting the Corporation the authority to do business in New York State.

A PARTNERSHIP conducting business under a trade name, must submit a **certified** copy of the Partnership Certificate on file in the Rockland County Clerk's Office.

An INDIVIDUAL operating under a trade name must submit a **certified** copy of the Trade Name Certificate on file in the Rockland County Clerk's Office.

*If you lost your filing receipt, you may request a Certificate of Good Standing by calling NYS Department of State –Division of Corporations at (518) 473-2492.

9. Insurance

The following insurance types, listed in bold, are mandatory for new applications and annual renewals:

- A. **Automobile Liability Insurance** (Refer to NY State Vehicle & Traffic Law section 345(b)(3) for limits)
- B. **Garage Liability Insurance**
- C. **Garage Keepers Liability Insurance** (minimum of \$75,000 per occurrence)
- D. **New York State Workers' Compensation Insurance** (Form C-105.2 or Form SI-12) or if through NYSIF (Form U26.3)
- E. **New York State Disability Insurance** (Form DB 120.1 or Form DB155)
 - o Applicants who are not required by law to carry Workers' Compensation Insurance and/or Disability Benefits Insurance **must** submit a CE-200 Form—Attestation for New York Entities with No Employees. The CE-200 Form can be found at the NYS Workers' Compensation Board website <http://www.wcb.ny.gov/>. Click on "Common Forms" and search by Form Number—CE-200. This form is filed electronically, but you must Print, Sign and Date a completed copy to submit with your application.

ALL INSURANCE DOCUMENTS MUST LIST CERTIFICATE HOLDER AS:

*County of Rockland
Office of Consumer Protection
50 Sanatorium Road, Building A, 5th Floor
Pomona, NY 10970*

Insurance Certificates must have a recent ISSUE date, i.e., within the past 3 months. Ask your insurance broker for a freshly issued Certificate if you do not have one.



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TOW OPERATOR LICENSE APPLICATION CHECKLIST

Use this courtesy Checklist to confirm you have all the required documents to complete your application. Failure to submit a complete application may result in your application being rejected or delayed.

- Application Form
- Proof of Authority to Conduct Business in Rockland County (NYS Filing Receipt or Rockland County Business Certificate)
- Child Support Certification
- Automobile Liability Insurance
- Garage Liability Insurance
- Garage Keepers Liability Insurance
- NYS Workers' Compensation or CE-200 (Exemption Form)
- NYS Disability Insurance or CE-200 (Exemption Form)
- DMV Registrations for All Vehicles Used in Rockland County Business
 - Vehicle Authorization Letter, if vehicle NOT registered under Business or Applicant's Name
 - Vehicles Registered to another company will not be accepted
- Color Photocopy of Valid Driver's License
 - Valid New York State Driver's License **with a towing endorsement, OR**
 - If applicant has an out-of-state driver's license, it must be **valid for operation of a wrecker or tow truck in New York State.**
- License Fees
 - Application - **\$325 + \$75/vehicle**
 - Check or Money Order: Payable to *Rockland County Commission of Finance*
 - If you prefer to pay by Credit Card, you will be invoiced at the time of processing



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TOW TRUCK OPERATOR LICENSE APPLICATION

PART I. TOWING BUSINESS INFORMATION

Answers to all questions must be accurate and complete. Please do not leave blank spaces. Write N/A as needed. **False statements made herein are punishable by a Class A Misdemeanor pursuant to 210.45 of the NYS Penal Law.**

Business Name: _____

Trade/Assumed/Display Name (DBA): _____

Department of Transportation # (DOT): _____

Business Street Address: _____

Town/Village: _____ **State:** _____ **Zip:** _____ **Business Phone:** (____) ____ - _____

Business Email: _____ @ _____ .com

Note: Email address must be legible, accurate and regularly monitored as it will be used to create your online profile, and you will receive important notifications regarding your license via this email.

Name of Applicant (Last, First, Middle): _____

Date of Birth (MM/DD/YYYY): ____ / ____ / ____ **Sex (circle):** Male Female

Home Street Address: _____

Town/Village: _____ **State:** _____ **Zip:** _____ **Personal Phone:** (____) ____ - _____

If Contractor Business is a Partnership, list Name and Address of each Partner.

Full Name (Last, First, Middle): _____

Home Street Address: _____

Town/Village: _____ **State:** _____ **Zip:** _____

Full Name (Last, First, Middle): _____

Home Street Address: _____

Town/Village: _____ **State:** _____ **Zip:** _____

If Contractor Business is a Corporation/LLC/LTD/LP/LLC, list name, title and address of any Corporate Officer and Designated Agent(s) of service upon whom process or other legal notice may be served.

Full Name (Last, First, Middle): _____

Corporate Title: _____

Home Street Address: _____

Town/Village: _____ State: _____ Zip: _____

Full Name (Last, First, Middle): _____

Corporate Title: _____

Home Street Address: _____

Town/Village: _____ State: _____ Zip: _____

PART II. TOWING VEHICLE INFORMATION

List all vehicles used in the operation of your business, a copy of the DMV registrations for all below listed vehicles to be provided with application:

YEAR	MAKE	TYPE	PLATE#	VIN#

Use Additional Sheets if Necessary

If the vehicle owner is different than the applicant, provide either a lease agreement or any other agreement authorizing the applicant to use the listed vehicle. Such agreement must list the vehicle owners full name, physical address, and phone number.

PART II. TOWING GARAGE INFORMATION

List address where towed vehicles are to be stored:

ADDRESS	MAX # OF VEHICLES STORED	REGULAR BUSINESS HOURS

PART III. BACKGROUND INFORMATION

1. **If you have been previously licensed in Rockland County, provide former company/business name and license number. If not applicable, write N/A.**

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2. **Have you been convicted of a crime within the last ten (10) years? Do not include minor traffic violations.**

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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If Yes, attach a list of all criminal convictions including date, name, charge, and disposition—court and date.

False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

Signature of Applicant

Note: Digital / Typed signatures are not accepted.

SWORN BEFORE ME THIS DATE

_____ Day of _____, 20____

COMM. OF DEEDS - NOTARY PUBLIC

County of _____

No. _____



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TO: Licensees & Applicants

RE: Child Support Certification

New York State law (General Obligation Law, Section 3-503) **REQUIRES** this office to gather information to allow the Department of Social Services to determine if applicants for a license issued by this office and those seeking to renew their license are in default of their obligation to pay child support.

Therefore, you must fill out the attached form completely and sign same before a notary. The information you supply will be checked by the Department of Social Services against a nationwide database to confirm that you are not in default on child support obligations.

PLEASE TAKE NOTICE that providing false information may result in criminal charges and, in addition, may result in the denial of your application or renewal of your license.

PLEASE TAKE FURTHER NOTICE that any persons who are four months or more in arrears in child support or who have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding may be subject to suspension of their business, professional, drivers and/or recreational licenses and permits including, but not limited to, licenses issued pursuant to section 11-0713 of the environmental conservation law.

Thank you for your cooperation in this matter.

Attach.

