



**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-1
Cranston, Rhode Island 02920**

**Division of Commercial Licensing and
Racing and Athletics**

Attention Automobile Manufacturers and/or its Third Party Administrator:
Re: CLASS A MOTOR VEHICLE BODY REPAIR SHOP LICENSE

Per Section 4 B (1) i of Commercial Licensing Regulation 4: Motor Vehicle Body and Salvage Vehicle Repair -

All Rhode Island Motor Vehicle Body Repair Shops who are applying to be a Class A shop must submit proof that they are certified for the repair and refinishing of aluminum, high strength steel, and other metal or alloy, by at least one Automobile Manufacturer. Such Proof of certification will be accepted by the Department provided it is directly from the Automobile Manufacturer or its designated third party administrator.

Please forward to the Department correspondence by electronic mail attesting to the fact that:

- 1) You are the automobile manufacturer or its third party administrator
- 2) Your client is certified for the repair and refinishing of aluminum, high strength steel, and other metal or alloy, by at least one Automobile Manufacturer per Section 4 B (1) i of Commercial Licensing Regulation 4
- 3) The effective dates of the certification
- 4) A copy of the letter sent to the shop stating they are certified

It is the responsibility of the shop to inform the automobile manufacturer or its third party administrator to have proof of all future certification and/or renewal certification sent to this Department prior to the expiration of the latest certification on file in order to keep their Class A status.

If you should have any questions please contact either of the undersigned.

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