



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

MOTOR VEHICLE BODY LICENSE APPLICATION AND INSTRUCTIONS

Applicants are ENCOURAGED to apply online at: <https://elicensing.ri.gov/>

Complete the application and return with all the following required attachments:

- **LICENSE FEE** \$300 per Year (maximum of 3 years and \$900) Check or money order payable to "Rhode Island General Treasurer." Additional \$300 per year fee is required for the optional Salvage Repair License. (maximum of 3 years and \$900)
- **CERTIFICATE OF INSURANCE** Policy shall provide for **bodily injury and property damage liability** for five hundred thousand (\$500,000) combined single limit, **and** **Garage Keepers Legal Liability** for damage to customer property for one hundred thousand (\$100,000) per occurrence.
- **EVIDENCE OF FIRE SAFETY APPROVAL** Letter from local fire department or state fire marshal stating shop has been inspected for and is in compliance with all local and state laws/regulations/codes for fire, health, and safety. Letter must also confirm safety inspection and approval of spray booth and refinishing area for painting.
- **EVIDENCE OF ZONING APPROVAL** Letter from city/town stating you comply with all zoning laws to operate an auto body shop in that location. (Not for Renewal Applications)
- **CRIMINAL HISTORY REPORT(s)** for all owners, corporate officers, and managers.
- **TECHNICIAN CERTIFICATION** proof of classes per compliance with Regulation 16
- **(For CORPORATIONS AND LLCs ONLY) EVIDENCE OF GOOD STANDING**
Applicants may submit either a Letter of Good Standing from the RI Secretary of State OR a printout from your company's main page on the Secretary of State's website evidencing that your corporation still exists and is not revoked by the Secretary of State.

Notice to all applicants:

Your license number must appear on all business communications, estimates, signs, business cards and other written documentation related to that business.

Immediately notify the Department upon any change of information from your latest application. Transfers of owner or business location require a new application and must be approved in advance by the Department.

Inquire with your local city/town to verify if a local license is required in order for you to operate.

MOTOR VEHICLE BODY LICENSE APPLICATION-Page 1:



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APPLICATION FOR MOTOR VEHICLE BODY LICENSE

TYPE OF APPLICATION: _____ NEW _____ RENEWAL _____ TRANSFER

***FOR NEW APPLICATION: IS THIS YOUR FIRST AUTO BODY LICENSE?** YES _____ NO _____
If NO, PLEASE LIST NAME OF FORMER BUSINESS AND LICENSE NUMBER:

INDICATE WHICH TYPE OF MOTOR VEHICLE LICENSE YOU ARE APPLYING FOR
FULL COLLISION- Class B _____ LIMITED HEAVY TRUCK AND EQUIPMENT _____
LIMITED PAINT, RESTORATION & CUSTOMIZATION _____ SPECIAL USE _____
Optional Salvage Vehicle Repairer License: Yes No Note: \$300/year additional fee per year required.
Also note: additional technician certification requirement for 50% of employees.

Is business a: Sole Proprietor _____ Partnership _____ Corporation _____ LLC _____ Other: _____

OWNER'S NAME: _____ D.O.B: _____

OWNER'S HOME ADDRESS: _____ HOME PHONE# _____

_____ Social Security # _____

BUSINESS NAME: _____ FEIN: _____

Include DBA if Applicable: _____

BUSINESS STREET ADDRESS: _____

BUSINESS CITY/STATE/ZIP CODE: _____

BUSINESS PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

Name, Address, Phone Number, and Date of Birth for all partners, members, and officers – including their titles. (Attach separate sheet if necessary)

MOTOR VEHICLE BODY LICENSE APPLICATION-Page 2:

DO YOU CURRENTLY HOLD A LICENSE FOR?

MOTOR VEHICLE DEALER: YES _____ NO _____ IF YES, LICENSE # _____

APPRAISER/ADJUSTER: YES _____ NO _____ IF YES, LICENSE # _____

EPA HAZARDOUS WASTE GENERATORS PERMIT # _____

Application can be found on DEM website at: <http://www.dem.ri.gov/programs/benviron/waste/pdf/epaidno.pdf>

SPACE REQUIREMENT: LICENSEES MUST PERFORM REPAIRS INSIDE AT A FIXED LOCATION WITH AT LEAST 4000 SQUARE FEET OF HEATED GROUND LEVEL FLOOR SPACE.

INDICATE SQUARE FOOTAGE OF SHOP: _____

DESCRIBE SECURED STORAGE AREA FOR DAMAGED VEHICLES:

LIST NAME AND POSITION OF ALL EMPLOYEES:

Per CL Reg. 4, Technician means anyone employed “who performs repairs of frame, structural systems, mechanical systems or the safety related systems of a Motor Vehicle.” Shop Employees means *anyone else* employed by the Shop, including owners, partners and all other individuals working at the business, whether PAID OR UNPAID. (Use separate sheet, if necessary)

NAME	POSITION (Circle One)	
_____	Technician	Shop Employee

***ATTACH PROOF OF ALL CLASSES FOR EACH CERTIFIED TECHNICIAN. Note that CL Reg. 16 now has 7 areas of training. One in every five technicians must be certified in EACH area. For Salvage requirement 50% of technicians must be certified in EACH area.**

CRIMINAL HISTORY RECORD SUBMISSION REQUIREMENT:

Submit with the application a Criminal History Record (“CHR”) from the State of Rhode Island **for all owners, corporate officers and managers.** If you reside in another state, supply a CHR from your home state, as well as one from Rhode Island.

A Rhode Island CHR may be obtained by contacting the Bureau of Criminal Identification at the Rhode Island Department of Attorney General (“DAG”). One may contact the DAG in person by visiting 150 South Main Street, Providence, Rhode Island. To apply for a CHR in this manner, one must bring picture identification with the date of birth listed. Hours of operation are 8:30 A.M. to 4:30 P.M. Monday through Friday.

To apply for a Rhode Island CHR by mail, one must mail to the DAG: a notarized copy of a photo ID that has a date of birth listed, a signed and notarized letter giving permission to the DAG to conduct a background investigation, along with a self-addressed stamped envelope, and the \$5.00 fee. For further questions about this process please contact the DAG at (401) 274-4400.

MOTOR VEHICLE BODY LICENSE APPLICATION-Page 3:

AUTO BODY EQUIPMENT

Per Commercial Licensing Regulation 4 -Every Licensee must maintain equipment, apparatus, and tools, as described in Section 4(B)(1)ii(a-h), Section 4(B)(2)(a-c), Section 4(B)(3)(a-c), and Section 4 (B)(4) as applicable, in order to meet the minimum standards required for issuance and renewal of the license.

mark "Yes" or "No" AND include model name and number below:

- _____ Electrical and /or hydraulic pulling equipment? _____
- _____ Current dimensional guides appropriate to vehicle being repaired? _____
- _____ Four (4) point clamping system to secure vehicle while making structural repairs? _____
- _____ Equipment/gauges capable of measuring symmetrical & asymmetrical vehicles simultaneously - (3-D)? _____
- _____ Appropriate welding equipment to meet manufacturer's requirements? _____
- _____ A paint system or access to a paint system capable of producing original equipment manufacturer's requirements? _____
- _____ A spray booth that conforms to the requirements of the RI State Fire Marshal? _____
- _____ Do you have HVLP Spray guns that meet current EPA requirements? _____
- _____ Do you have a refinishing area that complies with safety and environmental regulations? _____
- _____ Parking in compliance with local laws and regulations to perform the repair work? _____

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Special Use License Only: In addition to the equipment listed above, identify all activities and types of repairs you plan to perform:

Will you be painting? YES _____ NO _____ Make and Model of Paint Booth: _____

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Designee Name, Address, and Email where the Department may send notices:

Name of designee: _____

Full Mailing Address: _____

Designees Email address: _____

MOTOR VEHICLE BODY LICENSE APPLICATION-Page 4:

PER COMMERCIAL REGULATION 4, SECTION 4 F (i): HAVE YOU, AN EMPLOYEE, MANAGER, PARTNER, MEMBER, OFFICER, OR STOCKHOLDER EVER BEEN CONVICTED OF, OR EVER BEEN A PARTY IN ANY PROCEEDINGS (CIVIL, CRIMINAL OR OTHERWISE), IN ANY CRIMINAL FELONY INVOLVING DISHONESTY, BREACH OF TRUST, EMBEZZLEMENT, OBTAINING MONEY UNDER FALSE PRETENSES, BRIBERY, LARCENY, EXTORTION, CONSPIRACY TO DEFRAUD, FRAUD, FALSE DEALING OR ANY SIMILAR OFFENSE IN RHODE ISLAND OR ANY OTHER STATE?

IF YES, EXPLAIN: (use separate sheet, if necessary)

YES _____ NO _____

Have you previously reported this to the Department? NO _____ YES _____ DATE: _____

HAVE YOU, AN EMPLOYEE, MANAGER, PARTNER, MEMBER, OFFICER, OR STOCKHOLDER EVER BEEN INVOLVED IN ANY MOTOR VEHICLE REPAIR BUSINESS WHICH HAD AN APPLICATION FOR A LICENSE DENIED OR HAD A LICENSE SUSPENDED, REVOKED OR HAD DISCIPLINARY ACTION TAKEN AGAINST A LICENSE HELD IN RHODE ISLAND OR ANY OTHER STATE?

IF YES, EXPLAIN: (Use separate sheet, if necessary)

YES _____ NO _____

TAX PAYER AFFIDAVIT:

I hereby declare, under penalty of perjury, that I have filed all required Rhode Island state tax returns and have paid all taxes owed. If Not, please explain:

PLEASE TAKE NOTE OF R.I. GEN. LAW § 5-38-11 WHICH READS:

RESPONSIBILITY OF LICENSEE FOR ACTS OF AGENTS " IF A LICENSEE IS A FIRM OR CORPORATION IT SHALL BE SUFFICIENT CAUSE FOR SUSPENSION OR REVOCATION OF A LICENSE IF ANY OFFICER, DIRECTOR, OR TRUSTEE OF THE FIRM OR CORPORATION OR ANY MEMBER OF A PARTNERSHIP, SHALL HAVE BEEN FOUND BY THE DEPARTMENT GUILTY OF ANY ACT OR OMISSION WHICH WOULD BE CAUSE FOR REFUSING, SUSPENDING OR REVOKING A LICENSE TO SUCH PARTY. EACH LICENSEE SHALL BE RESPONSIBLE FOR THE ACTS OF ANY SALESMAN OR ANY DRIVE-AWAY TOW-AWAY OPERATOR ACTING AS THE AGENT FOR THAT LICENSEE, AND FOR THE ACTS OF ANY SALESPERSON, ESTIMATOR OR OTHER EMPLOYEE ACTING AS THE AGENT FOR THAT LICENSEE.

Do you certify, under the pains and penalties of perjury, that all information you have provided in this application including all other licensing requirement documents are true and accurate? You are advised that furnishing false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject you to civil or criminal penalties. You are further advised that the Department reserves the right to independently verify, at any time, all information contained in this application and any supporting documentation. Application must be signed by owner, or authorized signatory if owner is a corporation, or if business is a partnership – all partners must sign. You further certify that you are the principal owner, manager or authorized signatory and have sufficient authority to execute this application.

X _____
SIGNATURE OF OWNER OR AUTHORIZED SIGNATORY

DATE: _____

X _____
SIGNATURE OF ADDITIONAL PARTNER (IF PARTNERSHIP)

DATE: _____

Technician Certification -- Approved Class List

Approved minimum requirements for the certification of motor vehicle body repair technicians: One technician per every five shop employees need certification. Technicians need to take one class per section. **All certifications must be maintained and current throughout the term of the license.**

Section I Identification and Analysis of Damage to Vehicles:

I-Car: DAM01, DAM01E, DAM08, DAM08E, DAM12, DAM12E, BLU01, FCR01
ASE: Test B6
P & Consultants: Collision Damage Repair & Estimating

Section II Frame Measuring and Straightening Systems and Techniques:

I-Car: MEA01
ASE: Test B4
P & L Consultants: Structural Measuring and Realignment

Section III Welding in Collision Repair:

I-Car: SPS05, WCS03, WCS04, WCS06E, WCA03
ASE: Test B3
P & L Consultants: Collision Repair: Welding and Joining Methods
Lombard Equipment: Pro Spot Resistance Spot Welding & Mig Steel Welding Course

Section IV Structural Steel Repairs:

I-Car: SPS07, SPS09, SPS10, SPS11, SSS01, AHS01
ASE: Test B4
P & L Consultants: Structural Measuring and Realignment

Section V Suspension, Steering, and Alignment Systems:

I-Car: STE02, STE03, DAM06, DAM15
ASE: Test B5
P & L Consultants: Steering and Suspension Systems

Section VI Safety Restraint Systems:

I-Car: DAM11, DAM11E, RES01, RES02
ASE: Test B5
P & L Consultants: Supplementary Restraint Systems

Section VII Corrosion Protection:

I-Car: CPS01
ASE: Test B2
SEM: Automotive Corrosion Protection
3M: Seam Sealers and Corrosion Protection
P & L Consultants: Damage Assessor aka Estimator Structural Repair Technician (Steel & Aluminum) Non-Structural Cosmetic Repair Technician Refinish Technician

Any other classes, courses, or training taken from any school, OEM, or Equipment manufacturer should be submitted for approval. Class list was updated 10/28/15. When signing up for classes make sure to consult the most current list from the Department.