

## Instructions for completing the Vehicle Transport/Disposal Addendum

to obtain a license as a **Registered Tow Truck Operator, Motor Vehicle Transporter, Hulk Hauler, Motor Vehicle Wrecker and/or Scrap Processor**

### Application procedure

1. Review the *License and Fee Description Sheets* for general business registrations and vehicle-related businesses.
2. Select those licenses that apply to your business activities at this location. You may apply for all licenses and related license plates necessary for all vehicle business activities occurring at the same location with a single application, but **each different business location requires a separate application.**
3. Write the names and fees for each license you require in Section 2 on page one of the *Master Business Application*.
4. Complete the appropriate sections of the *Vehicle Transport/Disposal Addendum* (see chart below).
5. Submit the completed *Master Business Application, Vehicle Transport/Disposal Addendum*, other documentation as described in these instructions, and fee payment to:
 

**Department of Licensing**  
**Master License Service**  
**PO Box 9034**  
**Olympia Washington 98507-9034**

For more information, contact:  
 Phone: (360) 664-1414  
 FAX: (360) 570-7875  
 TTY: (360) 664-8885

If you are applying for a license as a:	Complete these sections on the Vehicle Transport/Disposal Addendum Form						
	A	B	C	D	E	F	G
Registered Tow Truck Operator (RTTO)	X	X			X	X	
Vehicle Transporter	X		X		X		
Hulk Hauler	X			X	X	X	X
Motor Vehicle Wrecker	X			X	X	X	X
Scrap Processor	X			X	X	X	X
If you wish to register:							
RTTO Branch Storage Sites and/or Motor Vehicle Wrecker Branch Sites	For each <i>physical</i> location being registered you must complete a separate application consisting of a <i>Master Business Application</i> and the combined <i>RTTO/Motor Vehicle Wrecker Branch Addendum</i> form. Instructions for completing that form are included with it.						

### Instructions

Below are instructions for completing each section of the *Vehicle Transport/Disposal Addendum* form. If you have questions about completing the form, contact the Master License Service at (360) 664-1414. If you have questions about any of the licensing requirements please contact the Vehicle Services' Dealers Division at (360) 664-6466.

#### Section A: Licenses requested (All applicants)

Mark which license you are requesting. Corporation and Limited Liability Company ownership types must identify anyone having an interest in the business on a *Corporate Information or Limited Liability Company Information* sheet. Anyone who has contributed or secured 10% or more of the financing of your business, receives 10% or more of the business profits, or holds 10% or more of the issued corporate stock, must be listed on this form.

**Note:** You do not need to sign the *addendum* form itself, but you must include all applicable signatures on the last page of the *Master Business Application*.

Required signatures are:

- **Sole proprietors:** the individual as a sole proprietor.
- **Partnerships:** one partner of a general or limited liability partnership.
- **Corporations:** one corporate officer.
- **Limited Liability Companies:** one member of the limited liability company.

Failing to sign the *Master Business Application* will delay issuing your licenses. Signatures on the *Master Business Application* certify all the information being submitted both on it and any attachments, and signify agreement to any applicable licensing requirements. (Other certifying authorities must also sign the addendum as indicated.)

### Section B: Registered Tow Truck Operator additional information

If you were ever previously assigned a registration number as either a Registered Tow Truck Operator or Abandoned Vehicles Disposer, list the business name and the registration number under which you were operating. If the reason you no longer hold that registration is because it was suspended or revoked, attach an explanation of the circumstances for the suspension or revocation.

If you operate additional impound areas away from this place of business, you must register each location separately by submitting a *Master Business Application* and a *Vehicle Transport/Disposal Branch Site Addendum* for each location. You do not need to complete the *Vehicle Transport/Disposal Addendum* form if you only wish to register for branch site licenses.

You must attach the following to the *Vehicle Transport/Disposal Addendum*:

- **Driver List:** The names and addresses of all employees who will serve as tow truck drivers at this location.
- **Insurance:** Proof that the business carries the following insurance:
  - **\$100,000** liability for bodily injury or property damage; and
  - **\$50,000** legal liability against damage to vehicles while in the custody of the licensee.

#### Important note for Garage Keeper/Garage

**Liability:** If this insurance is for a garage keeper or on hook, this must be stated on the insurance policy.

- **Bond:** A properly executed Registered Tow Truck Operator surety bond in the amount of **\$5,000**. Each separate business location must have its own bond. The name of the principal on the bond must reflect exactly both the business owner name (sole proprietor name, all partners, corporate name, or limited liability

company name) and the business firm name.

All bonds must be signed by the Attorney-in-Fact for the bonding company, and by the applicant (the individual, if a sole proprietor; all partners, if a general or limited liability partnership; or by an authorized corporate officer or member, if a corporation or limited liability company). **Incorrect bonds delay license approval.** A blank bond form is provided for you in the application package.

- **Fee Schedule:** A declaration of the fees you charge for the various tow truck services. (The form is provided.)
- **Inspection Report:** You must arrange to have all your business facilities and equipment inspected by the Washington State Patrol before submitting the application. Attach the original, completed State Patrol *Tow Truck Business Operator Equipment Inspection Report* form. The inspection information will also be used by Department of Licensing staff to determine the number of tow trucks for which to issue a permit. Remember to include \$50 with the total application payment for each truck permit. **(The form is supplied by the inspecting officer at the time of the inspection.)**

**Note:** Although *you* do not sign the addendum form, you must have a local zoning official sign Section F of the addendum to certify compliance of your business location with land use ordinances.

### Section C: Vehicle Transporter additional information

Answer the questions listed on the addendum and indicate how many Transporter license plates you will need in your business. If the vehicles themselves are being driven under their own power you will need a separate license plate set for each vehicle being driven at the same time. Remember to include \$3 in your total payment for each set of plates you request. **The Department of Licensing will obtain the signature of the WUTC.**

**Note:** Make sure the description of your transporter business in section **4d** of the *Master Business Application* also describes the **customers** your business serves.

### Section D: Hulk Hauler, Wrecker and Scrap Processor additional information

All applicants for these three licenses must attach a list of vehicles used to conduct business (the form is provided). Include the make, model, year, and Vehicle Identification Number (VIN) of each vehicle, and mark the appropriate boxes to indicate for which business activity the vehicle will be used. Total the number of marks at the bottom of each business activity column. This list is also used to determine the number of special license plates to issue your business.

Remember to include the correct plate fee with your total application payment: \$6 for the first plate of each

type, and \$3 for each additional plate of that same type.

**Note:** You must submit a separate application for other locations doing business as a Hulk Hauler, Scrap Processor, and/or a Vehicle Wrecker **Branch Site**, and list the vehicles used for each business location on each separate application.

**Scrap Processor** and **Wrecker** applicants must attach a completed Department of Ecology checklist for the State Environmental Policy Act (SEPA) for your business location (the form is provided with the application). The completed checklist must be presented to the local zoning official for review and approval before the application is submitted (see section F).

**Wrecker** applicants only must also attach both the *Personal/Criminal History* and the *Wrecker's Bond* (both forms are provided).

The surety bond must be in the amount of **\$1,000**. The name of the principal on the bond must reflect exactly both the business owner name (sole proprietor name, all partners, corporate name, or limited liability company name) and the business firm name. All bonds must be signed by the Attorney-in-Fact for the bonding company, and by the individual, if a sole proprietor; all partners, if a general or limited liability partnership; or by an authorized corporate officer or member, if a corporation or limited liability company. **An incorrect bond will delay your license approval.**

#### **Section E: Business site identification**

This section must be completed by all applicants. This section identifies to the officials who will sign the certifications in sections C, F and G the business site for which the addendum form is being filed. The business *firm* name and *physical* location address are the same as you entered in Sections **3c** and **4a** of the *Master Business Application*. Section E of the addendum form must be completed before you submit the form to local officials for their certifications.

**Section F: Zoning certification** (Registered Tow Truck Operator, Wrecker, Hulk Hauler and/or Scrap Processor applicants)

**Note:** This section of the form must be completed and signed by the appropriate official **before** you submit your application to the Master License Service.

**Registered Tow Truck Operator** and **Hulk Hauler** applicants must have the place of business certified as complying with applicable land use ordinances by the local zoning and/or land use authority before submitting the application.

**Motor Vehicle Wrecker** and/or **Scrap Processor** applicants must have completed the State Environmental Policy Act (SEPA) checklist from the Department of Ecology for the local zoning official to review. The completed checklist must also be submitted to the Department of Licensing with the application.

Mark "yes" or "no" for all boxes in section F which apply to you and have the local zoning official sign the certification.

**Section G: Inspecting Officer approval** (Hulk Hauler, Wrecker and/or Scrap Processor applicants)

**Note:** If you are applying for any of the licenses listed in this section, you must contact the Washington State Patrol (or the local Chief of Police if you are located in a city with more than 5,000 people) **before** you submit your application to the Master License Service.

You must arrange with the appropriate law enforcement office for an inspection of your business site, a review of your application, and have the inspecting official sign the certification in section G of the addendum.