

Registered Tow Truck Operator Checklist

Use this checklist of commonly missed items to avoid delays in the application process for your registered tow truck operator license. Please be sure to read the Department of Revenue's [Vehicle Transport/Disposal Addendum](#) for detailed information.

Business locations

- Each business address needs its own application.
- This includes storage yards or any location different from your main address.
- If your Washington State Patrol (WSP) inspection lists more than one address, you must submit separate applications and addendums for each location.

Washington State Patrol inspection

- You must schedule and pass an inspection of all facilities and equipment with the WSP before applying.
- Attach the completed WSP Tow Truck Business Operator Equipment Inspection Report to your application.

Insurance

Submit proof of insurance showing all the following:

- \$100,000 liability (bodily injury or property damage)
- \$50,000 on-hook/cargo coverage
- \$50,000 garage keepers' coverage
- The coverage amounts must be clearly listed on the insurance certificate.

Fees

- Include the correct license fees (The fees can be found on the DOR [Vehicle Transport/Disposal Addendum](#)).
- Add \$50 per tow truck permit. Every truck you operate must have a permit.

Bond

- The DOL [Business Bond](#) form (DLR-430-205) must be signed:
 - By the owner or all partners (as required in the [Vehicle Transport/Disposal Addendum Instructions, Section B](#)), and
 - By the bonding company's Attorney-in-Fact
- The business name and city must match exactly between the application and the bond.
- The bond must show a start date.
- Incorrect or incomplete bonds will delay approval.

Required forms

Make sure you include:

- [Registered Tow Truck Operator Official Fees](#) form (DLR-430-234) showing what you charge for tow services
- A Driver List with all employees who will drive tow trucks at that location

Listserv (email updates)

- Listserv is a free email service used to send important updates and newsletters.
- This is the main way Department of Licensing shares rule changes and requirements.
 - Sign up using this link provided for Registered Tow Truck Operators.
- Questions? Call 360-664-6455.

Business location rules

- Your business site must meet state law requirements (RCW 46.55.060).
- You are responsible for meeting local zoning and building codes.
- A local zoning official must sign Section F of the addendum to confirm compliance.

Records and storage locations

- Business records must be kept at the address on your application.
- Each location needs its own application and addendum.
- All vehicle storage and impound locations must be listed and registered.

Location requirements

Each business location must:

- Have a street-visible sign with the business name
- Post, in a clear and accessible place:
 - Current towing and storage rates
 - Vehicle redemption procedures and rights
 - Complaint contact information
- Be open 8:00 a.m. to 5:00 p.m., weekdays (excluding weekends and holidays) when offering towing services
- Have staff available 24/7 to release impounded vehicles within a reasonable time
- Provide access to a telephone for customers redeeming vehicles

Use of vehicle owner information

- Any vehicle ownership information you receive can only be used to contact the registered or legal owner of a vehicle, and only for the reason allowed by law (RCW 46.55.110).
- Using this information for anything else is illegal and can result in civil penalties under RCW 46.22.010