

**Instructions for completing the
Vehicle Transport/Disposal Addendum and Certification and Approval**
to obtain a license as a **Registered Tow Truck Operator, Motor Vehicle Transporter,
Hulk Hauler, Motor Vehicle Wrecker** and/or **Motor Vehicle Salvage Processor**

Application procedure

1. Review the *Endorsement and Fee Description Sheets* for general business registrations and vehicle-related businesses.
2. Select those endorsements that apply to your business activities at this location. You may apply for all endorsements 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 endorsement you require in Section 2 on page one of the *Business License Application*.
4. Complete the appropriate sections of the *Vehicle Transport/Disposal Addendum* and *Vehicle Transport/Disposal Certification and Approval* (if applicable).
5. Submit the completed *Business License Application, Vehicle Transport/Disposal Addendum* and *Vehicle Transport/Disposal Certification and Approval* (if applicable), other documentation as described in these instructions, and fee payment to:

**State of Washington
Business Licensing Service
PO Box 9034
Olympia Washington 98507-9034**

For more information, contact:
Phone: (360) 705-6744
FAX: (360) 705-6699
TTY: (360) 705-6718

If you are applying for a license as a:	Complete these sections on the Vehicle Transport/Disposal Addendum Form				Complete these sections on the Vehicle Transport/Disposal Certification and Approval		
	A	B	C	D	A	B	C
Registered Tow Truck Operator (RTTO)	X	X			X	X	
Vehicle Transporter	X		X				
Hulk Hauler	X			X	X	X	X
Motor Vehicle Wrecker	X			X	X	X	X
Motor Vehicle Salvage 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>Business License Application</i> and the combined <i>RTTO/Motor Vehicle Wrecker Branch Addendum</i> form. Instructions for completing that form are included with it.						

Vehicle Transport/Disposal Addendum

Instructions

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

Section B: Tow Truck Operator additional information

If you operate additional impound areas away from this place of business, you must register each location separately by submitting a *Business License 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 endorsements.

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

- **Driver List:** The names 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** on-hook or cargo
 - **\$50,000** garage keeper
- **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, or the corporate 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 endorsement 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 completed State Patrol *Inspection Report* form. Remember to include \$50 with the total application payment for each truck permit. **(The completed inspection is sent to you by the inspecting officer.)**

Section C: Vehicle Transporter additional information

Answer the questions listed on the addendum and indicate how many sets of Transporter license plates you will need in your business. Remember to include \$3 in your total payment for each set of plates you request.

Section D: Hulk Hauler, Wrecker and Motor Vehicle Salvage Processor additional information

1. Indicate how many sets of plates you need for each business type.

2. All applicants for these endorsements must attach a *Personal/Criminal History Statement*. (Remember to include the correct plate fee with your total application payment: \$6 for the first set of plates of each type, and \$3 for each additional set of plates of that same type.)

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

Motor Vehicle Salvage 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 B of Certification and Approval).

Wrecker applicants only must also attach the *Wrecker's Bond* (form is 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, partner name, or the LLC 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 endorsement approval.**

Vehicle Transport/Disposal Certification and Approval (RTTO, Hulk Hauler, Wrecker and Motor Vehicle Salvage Processor only)

Section A: Business site Identification

This section identifies for the officials who will sign the certifications in sections B and C the business site for which the Certification and Approval form is being filed. List your *firm* name and *physical* location address. Section A of the Certification and Approval form must be completed before you submit the form to local officials for their certifications.

Section B: Zoning certification (Registered Tow Truck Operator, Wrecker, Hulk Hauler and/or Motor Vehicle Salvage Processor applicants)

Note: This section of the form must be completed and signed by the appropriate official **before** you submit your application to the Business Licensing 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 Motor Vehicle Salvage 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 Business Licensing Service with the application.

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

Section C: Inspecting Officer approval (Hulk Hauler, Wrecker and/or Motor Vehicle Salvage Processor applicants)

Note: If you are applying for any of the endorsements 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 Business Licensing Service.

You must arrange with the appropriate law enforcement office for an inspection of your business site, and have the inspecting officer sign the certification in section C of the Certification and Approval.