



**DEPARTMENT OF CONSUMER AND
WORKER PROTECTION (DCWP)
LICENSING CENTER**
42 Broadway, Lobby
New York, NY 10004

By Appointment Only Hours:

Monday-Thursday: 8 a.m. – 4 p.m.
Last appointment: 3:30 p.m.

**NYC SMALL BUSINESS
SUPPORT CENTER**
90-27 Sutphin Blvd, 4th Floor
Jamaica, NY 11435

By Appointment Only Hours:

Monday-Thursday: 8 a.m. – 4 p.m.
Last appointment: 3:30 p.m.

IN-PERSON SERVICE BY APPOINTMENT ONLY

You must schedule an appointment to submit your license application in person at the DCWP Licensing Center and NYC Small Business Support Center. See **Application Filing Process** section.

Note: As in-person service is limited, we encourage you to use our online service which is available 24/7 at nyc.gov/BusinessToolbox.

Tow Truck Driver License Application Checklist

Who Must Have a Tow Truck Driver License?

You must have a Tow Truck Driver license if you move or remove disabled, illegally parked, or abandoned motor vehicles or vehicles involved in accidents by another motor vehicle for direct or indirect compensation in the City of New York.

To apply, you must be at least 18 years old.

This description is only a general explanation of who must have a Tow Truck Driver license.

Quick List of Requirements to Apply for a Tow Truck Driver License

See Requirements section for detailed descriptions. Make sure you provide all requirements; otherwise, your application is incomplete. DCWP can only consider complete applications for license issuance.

- Basic Individual License Application
- Current Driver's License
- Certified Proof of Valid Driver's License (*if applicable*)
- One Current Color Passport-size Photograph of License Applicant
- Fingerprints and Processing Fee
- Granting Authority to Act Affirmation (*if applicable*)
- License Fee

Submitting your application does not mean your license is automatically approved.

Additional City or State Permits/Licenses/Clearances You May Need

You must have a DCWP *Tow Truck Company* license if your business moves or removes disabled, illegally parked, or abandoned motor vehicles or vehicles involved in accidents by another motor vehicle for direct or indirect compensation.

Application Filing Process



Go to www.nyc.gov/BusinessToolbox to submit your application online.

OR



Schedule an appointment to file in person at the DCWP Licensing Center or NYC Small Business Support Center (addresses on page 1).

By Email: LicensingAppointments@dcwp.nyc.gov

By Phone*: Call (212) 436-0441. (Monday - Friday, 8 a.m. - 4 p.m.)

*This number is to schedule an appointment for in-person service only. For general questions, email onlineappsdocs@dcwp.nyc.gov.

Free Interpretation Services are available on-site. To request a disability-related accommodation, please email DCWP's Americans with Disabilities Act (ADA) Coordinator at DCWPADACoordinator@dcwp.nyc.gov or visit nyc.gov/dcwp and search "accommodations."

Requirements

DCWP will deny your application if you do not submit these required documents and information:

- **Basic Individual License Application** (attached).
- **Current Driver's License.**
You must be at least 18 years old and possess a valid New York State driver's license with the appropriate "W" endorsement (Tow Truck Operator endorsement).

If you are a resident of another state and do not hold a New York State driver's license:

You must be at least 18 years old and possess a valid and current out-of-state driver's license that is equivalent to a driver's license that allows someone to drive a tow truck in New York State.

For information on New York State requirements for a valid driver's license, visit the Department of Motor Vehicles online at <https://dmv.ny.gov/>

Note: If you become a resident of New York State, State law requires that you get a New York State driver's license within 30 days of becoming a New York State resident.

- **Certified Proof of Valid Driver's License (if applicable).**

If you are not a resident of New York State and possess a valid driver's license from another state, you must submit a Certified Abstract of your driving record issued within the last 30 days from the State Department of Motor Vehicles that issued your license that demonstrates the license is valid and in full force and effect.

Note: You may be required periodically to submit abstracts or other proof to demonstrate that your license remains valid and in full force and effect.

- **One Current Color Passport-size Photograph of License Applicant.**

In Person: DCWP will photograph license applicants at no cost in the DCWP Licensing Center and NYC Small Business Center. Applicants can also submit a current color passport-size photograph.

Online: License applicants can upload an image file of digital passport-photo quality. A digital camera with a resolution of 1 mega-pixel is adequate.

- **Fingerprints and Processing Fee.**

Tow Truck Driver applicants must schedule an appointment with Identogo to be fingerprinted:

- Visit <https://uenroll.identogo.com>
- Enter:
 - **Service Code.** Enter 1585N7
 - **Agency ID.** Enter numbers only from Application Number. Application Number is on your receipt or confirmation letter when you apply online.
Example: For Application Number 1234567-2023-AHIC, enter only 12345672023 as Agency ID.
- Follow the instructions and pay the required fee(s).

IMPORTANT:

- Anyone required to be fingerprinted should schedule an appointment as soon as possible to complete this requirement.

- **Granting Authority to Act Affirmation, if applicable (attached).**

Required if someone other than the license applicant will prepare and submit this application.

Note: The applicant must sign the license application and all related forms.

- **License Fee.**

License Period: 2 years	Expiration Date: October 31 Even Years	License Fee:	
If You File Your Application Between These Dates:		Option 1	Option 2
From November 1 in an even year to April 30 in an odd year		Pay \$20 for a license expiring October 31 of the next even year. <i>(Valid for at most 24 months.)</i>	
From May 1 in an odd year to October 31 in an odd year		Pay \$15 for a license expiring October 31 of the soonest even year. <i>(Valid for at most 18 months.)</i>	
From November 1 in an odd year to April 30 in an even year		Pay \$10 for a license expiring October 31 of the soonest or same even year. <i>(Valid for at most 12 months.)</i>	
From May 1 in an even year to October 31 in an even year		Pay \$5 for a license expiring October 31 of the same even year. <i>(Valid for at most 6 months.)</i>	Pay \$25 for a license expiring October 31 of the following even year. <i>(Valid for at most 30 months.)</i>

Pay by:

- Check or money order payable to DCWP. *(In person)*
- Credit card (Visa, MasterCard, American Express, Discover Card only).
You will be charged a nonrefundable Convenience Fee. *(In person or Online)*

Additional Resources for Tow Truck Drivers

- For the laws and rules that may affect your business, visit nyc.gov/BusinessToolbox.
- For resources to help your business open, operate, and grow, visit nyc.gov/business.
- **Change of Address**
You must notify DCWP in writing of changes to your residence within 10 days of the change.