



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.

APPLICATION TO ADD TOW TRUCK(S)

If you are a licensed Tow Truck Company, you can complete this application to add a tow truck(s).

Licensee Information	
Tow Truck Company Name:	
Premises Address:	
DCWP License Number:	

Tow Truck Information

Tow Truck	DMV License Plate Number	Office Use Only	Vehicle Identification Number (VIN)
		DCWP Medallion Number	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

The Department of Consumer and Worker Protection (DCWP) will inspect your tow truck(s) before you can operate the tow truck. *Note:* At the inspection you must present a validated New York City Department of Finance Commercial Motor Vehicle Tax Receipt (tax stamp) for each vehicle weighing more than 10,000 pounds.

Continued on back.

Submit the following for each tow truck that you want to add:

☐ **Copy of current New York State Commercial Truck Registration**

☐ **Proof of Personal and Property Liability Insurance for Tow Trucks**

You must submit a copy of the Insurance Certificate for your tow trucks. Your Insurance Certificate must name the City of New York as the certificate holder. Minimum amounts of coverage are:

- \$300,000 for personal injury or death of any one person or because of injury or destruction of property of others resulting from any one accident
- \$500,000 for personal injury or death of two or more persons resulting from any one accident
- \$25,000 for damage to a vehicle in the care, custody, and control of the tow company

☐ **Fees**

The chart below lists the amount due depending upon when your application is filed and the number of tow truck(s) that you want to add.

License Term	License Expiration Date	If You File Your Application Between These Dates:	Your License Fee per Truck is:	Inspection Fee per Tow Truck
2 years	April 30 Even years	From May 1 in an even year to October 31 in an even year	\$600	\$50 each
		From November 1 in an even year to April 30 in an odd year	\$450	\$50 each
		From May 1 in an odd year to October 31 in an odd year	\$300	\$50 each
		From November 1 in an odd year to April 30 in an even year	\$150 OR *\$750	\$50 each

*If you are applying for the license within three to six months prior to the end of the license period, you can pay the prorated fee for the license period about to end plus the fee for the new license period. If you pay both fees, you will not need to renew the license until the end of the next license period.

To submit requirements, including fees, schedule an appointment to visit the DCWP Licensing Center or NYC Small Business Support Center (addresses on page 1).

- To schedule an appointment, email LicensingAppointments@dcwp.nyc.gov or call (212) 436-0441 (Monday - Friday, 8 a.m. - 4 p.m.).
- DCWP accepts payment by credit card, money order, check only. Credit card payments are subject to a convenience fee.

By signing below, I understand that falsification of any statement made herein is an offense punishable by a fine or imprisonment or both.

Signature

Print Name

Print Title/Position (if any)

Date