



Arkansas Towing and Recovery Board
900 West Capitol Avenue, Suite 400
Little Rock, AR 72201
 Phone: 501-682-3801

Sarah Huckabee Sanders
 Governor

Daryl Bassett
 Secretary

Paul Burnett
 Director

After Your License is Issued

Once the requirements for the licensing process is complete, ATRB staff will process your payment and issue the license and permits for your business. After this process, **you must complete the following steps:**



Apply the ATRB number to both sides of each tow vehicle and submit updated side photos. ATRB Rule 1.27 requires that all tow companies permanently affix their assigned ATRB number to both sides of each permitted tow vehicle. Your business will be assigned a business license number. The business license number must be

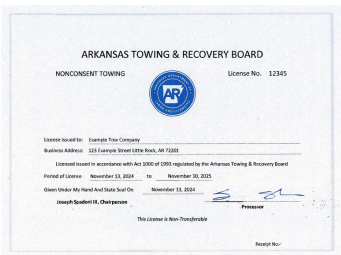
preceded by the letters “ATR” and followed by “NC” for Non-Consent licensees, “C” for Consent licensees, or “R” for Repossession licensees. The ATRB numbers must be placed in a conspicuous place near the business name on each side of the tow vehicle. The ATRB numbers must be in a contrasting color, two inches (2”) in height, and easily visible from a distance of fifty feet (50’). This number must be permanently affixed (i.e., no magnets) on the driver and passenger side. Submit an updated photo of the ATRB number on both sides of each permitted vehicle within 30 days of licensing. *Examples: ATRB 12345 NC, ATRB 56789 C, ATRB 12345 R.*



Submit updated photos of your license plate. Once your license and permit(s) have been issued, you must either obtain or renew your plates for each vehicle at the Revenue Office. Submit an updated plate photo for each vehicle to our office within 60 days of the licensing/renewal process.



Submit photos of appropriate permit placement. Once your license and permit(s) have been issued, you are required to submit a photo of each permit placed on the windshield, driver’s side in the lower corner. No other location is permissible. For all active vehicles, the photo(s) must be submitted within 30 days of the licensing/renewal process. For all new vehicles, the photo(s) must be submitted within 60 days of the licensing/renewal process.



Display ATRB license at your business. Once you receive your ATRB license in the mail, immediately display the license in a public area of the business. Once you renew, be sure to replace the expired license with the renewed license.



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RE: Closing Remarks

New Tow Companies,

If you have any questions or concerns regarding the licensing/renewal process, please contact our office at 501-682-3801 or email one of our licensing coordinators, Somer Shannon at somer.shannon@arkansas.gov or Abbie Asher at abbie.asher@arkansas.gov. While our staff does its best to inform companies of towing statute and policy, please note that it is the business' responsibility to know and follow Arkansas law, as well as rules established by the Arkansas Towing & Recovery Board. Relevant Arkansas statute starts at Arkansas Code Annotated § 27-50-1101. The Arkansas Towing & Recovery Board rules and Act 932 can be found on our website.

Keep in mind that it is also the business' responsibility to report any relevant business changes to the Arkansas Towing & Recovery Board. This includes any change in contact information, physical business address, business name, commercial truck additions or sales, updated email addresses, etc. If you sell a vehicle, please remove the permit and return it to the Arkansas Towing & Recovery Board via mail or in-person. If you purchase a vehicle, you are expected to get it permitted through the ATRB new tow vehicle addition process.

The remainder of this packet contains informational memos that may be helpful as you start operations (only applicable to Non-Consent licensees).

We look forward to continuing to serve you in 2025. Please reach out if you have any questions or concerns.

Best regards,
Arkansas Towing & Recovery Board Staff