THE CHECKLIST

What you need to License or Register your Tow Business with the Arkansas Towing & Recovery Board

All Documents and Photos will be submitted through the On-Line Licensing Process (RLP)

1. **DBA Registration**: Submit a copy of your DBA registration form from the County Clerk's Office, or a copy of your Arkansas Secretary of State Certificate, with any Fictious Name listed, if you are doing business as the fictious name. (Must be in Good Standing with the Secretary of State)
2. **Owner Attestation Form**: Completed, dated and signed.
3. **Tow Vehicle Safety Inspections Form**: Submit (1) form for each tow vehicle.
   - The inspection must be completed by a certified law enforcement officer.
   - Don't forget for the Owner to sign and date it.
4. **Pictures**: For each vehicle, submit a photo of the driver side, passenger side, and license plate. For each side picture, the business name, phone number and ATRB license number must be clearly visible. Side pictures should show the entire side of the vehicle, not just the door. If necessary, you may also submit additional close-up photos of the company name and ATRB Numbers on the tow vehicles.
5. **Certificate of Insurance**: Must have your on-hook coverage listed and each covered tow vehicle listed on the form. The form must have your location listed for the Garage Keepers coverage also. This form can now be uploaded by you, along with your proof of liability insurance for the tow vehicles.
6. **Rate Sheet**: All Tow Companies must submit a Rate Sheet with their license application and annual renewals.
7. **Copy of Invoice:** You must submit a copy of your invoice meeting the new requirements of Act 932 of 2025, notice of complaint process.
8. **Additional Required Pictures**: All Tow Companies must submit following pictures per Rule 6.3 (5) (a) Complaint notification process (b) Exterior business location signage (c) Tow Rate schedule
9. **Storage Lot Photos:** Non-Consent and Repossession Tow Companies must submit photos of the fencing at each of their storage locations. The storage lot photos should show the fencing on all sides of the lot. For multiple storage lots, photos of each lot must be submitted for their corresponding address.
10. **Payment**: You must pay online. You can pay by Debit Card, Credit Card or ACH (Bank / Checking Account). Once your License Application has been approved, you will be sent an invoice to pay through the licensing program. Once your tow vehicle or immobilization device has been approved you will be sent an invoice through the program for payment. A Non-Consent, Repossession or Immobilization license cost $150.00 annually, a Consent Registration cost $25 annually and a tow permit cost $72.00 annually.

If you have a question, call Andrea at 501-682-3604 or 501.539-0729.

Current Forms Can be Printed Off the Website www.artowing.arkansas.gov

Common items that hold up your application for renewal.

- All documents, including the business application, insurance, and vehicle signage must all bear the same company name.
- Photos must be clear and readable and matched with the inspection form.
- Unsigned documents.
- Falsified or doctored (last year's) tow permit inspection forms.
- Incomplete Certificate of Insurance.