

THE CHECKLIST

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

1. **DBA Registration:** Submit a copy of your DBA registration form from the County Clerk's Office. If your company is registered with the Arkansas Secretary of State, staff will verify on the Arkansas Secretary of State website. If you are a new company registered with the Arkansas Secretary of State, submit a copy of your certificate with your application.
2. **Business Application:** Complete a "Business Application." Date and sign it.
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 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 this is a new truck, only submit the two side pictures. You will submit the plate picture **AFTER** you obtain the permit from ATRB. After you receive the permit, you will go to the Revenue Office.]*

5. **Certificate of Insurance:** This form will **ONLY** be accepted directly from the insurance company. Call your insurance agent, ask that they send the tow board a Certificate of Liability Insurance. It may be emailed to somer.shannon@arkansas.gov or abbie.asher@arkansas.gov or artowing@arkansas.gov
6. **Payment:** Include a check, cashier's check, or money order. Or you can pay online. If you decide to pay online, the licensing coordinator will email you an online payment link. Never pay online before speaking with the office personnel. Call or email for instructions. 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.
7. **Rate Sheet:** All Tow Companies must submit a Rate Sheet with their initial license application and annual renewals. This form must be scanned via email or mailed in.
8. **Copy of Invoice:** You must submit a copy of your invoice meeting the new requirements of Act 932 of 2025, notice of complaint process.
9. **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
10. **Storage Lot Photos:** All 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 and labeled with the corresponding address.

If you have a question, call Somer or Abbie at 501.682.3801 or 501-539-0729.

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

Our Mailing Address:
900 West Capitol, Suite 400
Little Rock, Arkansas 72201

Our General Office Number:
501.682.3801

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; must come directly from the insurance company.