



STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
60 STATE STREET, WETHERSFIELD, CT 06161-2011  
E-MAIL US AT DMV.DR@CT.GOV

**APPLICATION FOR CONNECTICUT MOTOR VEHICLE RECYCLER LICENSE K-91**

**INSTRUCTIONS:**

**Part A - APPLICANT INFORMATION:** Must be completed by the applicant of the license and must provide the following information:

- **Name under which business of applicant is to be conducted:** This is the legal licensed name of the business and all corresponding documents in regards to the license must reflect this name.
- **Full address of location for which license is requested:** This is the EXACT address where business will be conducted.
- **Mailing address, (if different from above address):** This is where all documentation and letters from the DMV will be sent.
- **Highway Information:** Must indicate whether the location is visible from a state/interstate highway
- **Type of Ownership:** Depending on type of ownership additional information may be required (i.e., LLC or Corporation).
- The name, title, home address telephone number and date of birth of each owner, partner, principal officer or managing member must be provided.
- **Certification:** The application must be signed by an owner or authorized officer and must be notarized.

**Part B - Certificate of Approval for Proposed Location:** Must be signed by authorized officials in the town where proposed location is. Authorized officials are defined as the Zoning Commission or Zoning Board of Appeals.

**Privacy Rights Form:** For all applications listed on the K91, You will be required to enroll in a fingerprint supported background check from the Department of Emergency Services and Public Protection. Instructions will be provided upon review of your dealer application and completed Privacy Rights form.

**STATE OF CONNECTICUT DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION (DEEP) REFERRAL SHEET**

A completed State of Connecticut Department of Energy & Environmental Protection (DEEP) Referral sheet must be submitted with the following:

- **Certificate of Environmental Compliance**  
Completed by applicant.
- **General Permit for Discharges from Miscellaneous Industrial Users (MIU GP)**  
Required for open floor drains.

Submit a copy of your completed MIU GP Notification Form and MIU GP Attachment A when submitting your Dealer License application to DMV.

For DEEP forms and additional information, please visit:

<https://portal.ct.gov/DEEP/Permits-and-Licenses/Water-Discharge-Permits-and-General-Permits#GeneralPermits>

## **SITE DRAWING**

The site drawing of the proposed location must be scaled; the minimum size should be to a scale of 1"=40'. The site drawing must show all visible features including the following:

- Name and address of the license location
- Name and address of person by whom drawing was prepared
- Date of preparation of drawing
- Property for which the license is proposed, outlined or shaded to depict the licensed area with accurate dimension of the perimeter
- Points of access to public roads at the highway line and at the gutter line and rights of way into or through the licensed property; with accurate dimension
- All the buildings on such property; with accurate building dimension
- All the building(s) to be licensed; all doors, the service area, the parts storage area, and the office plotted to scale
- Waste oil retention facility, showing capacity
- Gasoline pumps, if any. (Show location and number of gasoline hoses)
- Necessary subsequent revisions and additions may be in ink or indelible pencil. Dated and signed by the applicant
- Signature of applicant and date; attesting that the sketch represents the actual location  
EXAMPLE: The site plan of this location has been reviewed and generally represents the approved location.
- Date of approval, name, title and signature of Zoning Commissioner to approved use of the site.  
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## **FENCING**

Each location of a motor vehicle recycler must be surrounded with a solid fence at least eight feet high with a suitable gate and lock. Review Connecticut General Statutes 14-67g - 14-67w and 14-67q-1 through 14-67q-18 of the Regulations of Connecticut State Agencies for additional requirements.

## **SALES TAX PERMIT**

A clear copy of your Connecticut State Sales Tax Permit must be submitted with your Application (K-91). A permit may be obtained by contacting the State of Connecticut Department of Revenue Services, 92 Farmington Avenue, Hartford, CT

## **INSURANCE CERTIFICATE**

A Connecticut Financial Responsibility Certificate, (IRB 3613c/R1325e) must be submitted with each application. An original must be received. If the recycler yard is applying for plates the number of plates being insured must be indicated. A fax copy of this form is NOT acceptable. (Sample Attached).

**NOTE:** *The DMV does not provide this form. You must contact your Insurance company to obtain the document. A copy may be emailed if sent directly from the insurance carrier.*

## **TRADE NAME CERTIFICATE FROM TOWN CLERK**

A trade name certificate is required whenever a person, firm or corporation does business under a name different from the person's name or different from the names of the partners or officers. The trade name certificate must show the signature of the town or city clerk in the municipality in which the licensee will do business. If the applicant is a corporation or LLC a Certificate of Existence from the Office of Secretary of State will be required, in addition to the trade name certificate. The trade name (dba) must appear on all documents submitted for the license.

### **REQUEST FOR MARKER PLATES (FORM K-6)**

This application is utilized to obtain marker plates to be used in conjunction with the business. C.G.S. 14-671 provides a detailed description of fees and requirements associated with general distinguishing number plates. Fees for general distinguishing number plates are listed on page 4 of 4 of this hand-out.

### **LLC or CORPORATION**

**Certificate of Existence:** This is obtained from the Secretary of State office

**K-198 Corporate/Company Agent for Service of Process** as registered with Secretary of State form to be completed and submitted with application

### **LLC ONLY**

**Operating Agreement** if more than one member as defined in 34-202 as referenced in 34-144. Reference Public Act 97-70 Section 4 content.

**Articles of Organization and all Amendments** as defined in 34-101 and referenced in 34-144

### **FEES TO BE PAID PRIOR TO APPROVAL**

- \$280.00 Examination Fee

### **FEES TO BE PAID AFTER FINAL APPROVAL (prior to license being issued)**

<b>Transaction</b>	<b>Fee</b>
License fee (1st year only)	\$705.00
Marker plate fee	\$ 140.00 per plate (1 vehicle)
Safety plate fee	\$ 5.00 per plate

**SAMPLE OF CONNECTICUT FINANCIAL RESPONSIBILITY  
CERTIFICATE  
(FORM R1325e)**

**(Must be obtained from your insurance company this form is NOT  
furnished by the Department of Motor Vehicles)**

Name and Address of Registrant  
(Under Which License or Registration is issued) .....

NAME OF LESSEE .....

Address .....

Current Policy No. .... Effective From .....

Description of Vehicle\*

Year and Make of Vehicle ..... Identification Number .....

(\*Complete only when Items 1 & 3 below are involved)

Number of Plates covered by Policy Issued\*\* .....

(\*\*Complete only when Items 2, 4, 5 or 7 below are involved)

Pursuant to the below designated Section of the Connecticut General Statutes, 1958 Revision, as amended, the company signatory hereto hereby certifies that it has issued to the above named insured a Policy of Insurance affording limits of liability as required by the applicable provisions of such law.

(Check Whichever Applicable)

- |  |  |
|--|--|
| 1. <input type="checkbox"/> Sec. 14-14—Minor                           | 4. <input type="checkbox"/> Sec. 14-58—Dealers and Repairers     |
| 2. <input type="checkbox"/> Sec. 14-67i—M.V. Recycler                  | 5. <input type="checkbox"/> Sec. 14-35—Transporters              |
| 3. <input type="checkbox"/> Sec. 14-15—M.V. Leasing or Renting License | 6. <input type="checkbox"/> Sec. 14-69—Comm'l. Driving School    |
|  | 7. <input type="checkbox"/> Sec. 14-21c—Experimental Test Plates |

This certification is effective from ..... and continues in effect until after ten days' written notice to the Department of the cancellation or the termination of the policy or renewals.

.....  
Name of Insurer Company

By .....  
Signature of Authorized Representative

Date .....

(Official Use Only)

**CONNECTICUT SPECIAL FINANCIAL RESPONSIBILITY INSURANCE CERTIFICATE**

R1325e (12-20)

DUPLICATE

IRB 3613C