



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:

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Last appointment: 3:30 p.m.

TOW TRUCK INSPECTION GUIDELINES

After you submit your renewal application, required documents, and renewal fee, the Department of Consumer and Worker Protection (DCWP) will contact you to schedule an appointment to inspect your tow trucks.

Important:

- All trucks listed on your Roster must be present at the time of the inspection.
- A tow truck driver must be present with a current motor vehicle driver's license.
- You must show your current New York State Department of Motor Vehicles (DMV) Commercial Truck Registration for each tow truck.
- You must show the current Insurance Card(s) for your tow truck(s).

If your trucks pass inspection:

- **DCWP-issued License Plates (Medallions):**
 - The DCWP inspector will give you a medallion.
 - You must surrender your old medallion at the time of inspection.
 - *If you are replacing a truck*, you must return the medallion to DCWP's Licensing division.
 - *If you need a medallion because you are adding a truck to your Roster*, DCWP may provide you with an operating letter.
- **License Document:**
 - Once your truck(s) have passed inspection, DCWP will mail your new license document and identification card.

If your trucks fail inspection:

- You will be charged a \$50 fee for *each* tow truck that requires reinspection. **You must pay the fee *before* a reinspection will be scheduled.** For assistance:
 - Email SpecialApps@dcwp.nyc.gov
 - Call (212) 487-2353

Truck Requirements

- The Vehicle Identification Number (VIN) on the insurance document must match the VIN on the registration.
- The truck must have valid tow truck plates from the Department of Motor Vehicles.
- The Gross Vehicle Weight Rating (GVWR) must be 8,600 pounds or heavier.



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- If the vehicle is registered over 10,000 pounds, there must be a valid NYC Department of Finance Motor Vehicle Tax stamp. If the vehicle is registered as over 18,000 pounds, there must be a valid Department of Motor Vehicles heavy duty sticker on it.
- The following information* must be clearly painted on both sides of the truck(s):
 1. Company name, address, and telephone number¹
 2. DCWP's complaint telephone number (311)

The letters must be at least 1 ½ inches tall and ¼ inch wide.

The lettering must be easily visible when the truck is in motion and in a contrasting color to the background.

You must securely attach to the truck(s) the DCWP-issued license plate (medallion). You can't use a magnet for this purpose. In addition, the DCWP-issued medallion number must be clearly painted or securely attached on both sides of the truck(s).

Tip: The numerals must be at least 12 inches tall. In the case of a flatbed vehicle, the numerals must be at least 6 inches tall.

*DARP participants must also include the legal rate for DARP tows on the decals, specifically identified as "Rates for accident tows." This must be clearly painted on or permanently adhered as a decal by heat treatment on the tow truck(s) in letters at least 1 ½ inches tall and at least ¼ inch wide.

*DARP and ROTOW participants must have decals indicating the major credit cards that are accepted placed right above or below the rates or the company's name on the truck. Decals must be at least 3 and 3/16 inches wide by 2 inches tall. The decals can't be a magnet.

- The winch, crane, or wheel lift must be operational and the amber lights of the truck must be removable and operational. ROTOW participants must have for their immediate use equipment to tow vehicles that have damaged or missing wheels.
- Trucks must have a current New York State Inspection Sticker affixed to the windshield.

Updated 4/2024

¹ The phone number should match the one you gave DCWP in the license application.