



Secretary of State
Instructions for Repairer, Rebuilder,
Automotive Parts Recycler, Scrap Processor,
Vehicle Auctioneer UDL License

**This space for use by
Secretary of State.**

Secretary of State
Vehicle Services Department
Dealer Licensing Section
501 S. Second St., Rm. 069
Springfield, IL 62756
217-782-7817
www.cyberdriveillinois.com

Enclosed are the forms and information needed to obtain a license as an automotive parts recycler, repairer, rebuilder or scrap processor in the State of Illinois. A Certificate of Authority is issued for each of these categories. You may require more than one Certificate of Authority, which is valid from January 1 to December 31 of each year. A licensee must renew each year to remain in business. Please review the Illinois Vehicle Code ILCS 625 5/5-301 – 5/5-302 (Used Part Dealers, Scrap Processors, Automotive Parts Recyclers and Rebuilders) and ILCS 5/5-501 – 5/5-504 (License-Injunctions) for detailed requirements and instructions for your license.

The brochure on Illinois Laws and Regulations for Vehicle Dealers explains the requirements for your established place of business. Due to the nature of your business, items a-6, a-7 and a-9 regarding the sale of new/used vehicles does not apply to your type of business. However, please confirm that your property is properly zoned to perform your business by the local authorities.

The following items must be submitted along with your signed and notarized application:

- If property is leased, copy of the lease that cannot expire before the term of the license for which you are applying.
- Notice of proper zoning (if you are in the city of Chicago, a copy of your city business license is acceptable).
- Proof the business complies with the proper workers' compensation rate code or classification (repairer, rebuilder, auto parts recycler).
- Proof the business has obtained or applied for proper state sales tax classification and federal ID tax number or been issued a state tax number (you must enclose a letter to that effect).
- Proof the business has obtained or applied for a hazardous waste generator number issued by the Illinois Environmental Protection Agency (repairer, rebuilder).
- Proof of proper liability insurance (repairer, rebuilder).
- If the business entity is a corporation, proof the business is in good standing with the Secretary of State's Department of Business Services.
- Correct fee.
- Receipt from an Illinois State Police-approved vendor verifying a criminal background check was done.

Pursuant to the Illinois Administrative Code 1020.10, which defines the Dealers Established Place of Business rule, two entities cannot be licensed at the same location. Therefore, if you are applying at a location where an existing license has already been issued, that entity must surrender its license, Certificate of Authority, dealer plates, ID card and temporary registration permits (TRP), or apply for a change of address before a license can be issued to you.

NOTE:

Any application not containing a fingerprinting receipt or any other required documentation will be returned to the applicant. The address and phone number of the business **cannot** be the same as your residence. Please read all the information in this packet.

(See inside for detailed instructions.)

Upon receipt and review of the application, supporting documentation and required fees, an appointment will be made by the Secretary of State's office to inspect your place of business. The inspection will determine if your place of business meets the requirements. Do not submit your application until your place of business is ready for inspection.

For more information, please call the Secretary of State's Dealer Licensing Section at 217-782-7817.

Instructions for Completing the Application

Section I

1. Check appropriate box for type of license required.
2. Insert firm's legal name.
3. Insert business address.
4. Insert city or town/ZIP code/county.
5. Insert business telephone number.
6. Check appropriate box for Type of Business Entity.
- 7-8. List name, residence address, date of birth, driver's license number, street address, city, state, ZIP code for the proprietor, each partner, member or trustee. If a corporation, list the names and addresses of all officers, directors and shareholders having a 10 percent or greater ownership in the corporation. (Repeat numbers 7 and 8 as necessary.)

Section II

1. Check appropriate box. If "yes" give license number.
2. Check appropriate box. If "yes" give the year the license was denied, revoked or suspended.
3. Check appropriate box. If "yes" indicate date of occurrence and give a brief description.
4. Indicate if you lease or own the premises where you conduct business. If you lease, submit a copy of your lease agreement.
5. Insert dimensions of lot.
6. Insert dimensions of building.
7. List of supplemental places of business, including street address and business telephone number.
8. List of supplemental places of business, including city, ZIP code, county. (Repeat 7 and 8 as necessary.)
9. Initial and date, stating that you have fully read, understood and answered all questions truthfully.

Section III

Read both the Affidavit and the Statement. Initial and date both documents (*Affidavit*—line c. *Statement*—line i) indicating that you fully understand its content.

Section IV

1. Insert quantity of each individual type fee.
2. Insert amount of each individual type fee.
3. Insert check, draft or money order.
4. Insert total of all fees.

Do not send currency or stamps; remittance must be in the form of a check, draft or money order payable to Secretary of State.

Notarization

5. Authorized persons for the firm should sign and date attesting that all information contained in the documents is true and correct.
- 6-7. Should be completed by the notary public.

Mail Application

Mail all supporting documents, fees and application to: Secretary of State, Vehicle Services Department, Dealer Licensing Section, 501 S. Second St., Rm. 069, Springfield, IL 62756.

If you have any questions on completing any part of this application, please call the Dealer Licensing Section at 217-782-7817.

Definitions of Types of Licenses

Rebuilder – A person in the business of returning a vehicle for which a Salvage Certificate has been previously issued back to its original or operating condition.

Repairer – A person in the business of returning a vehicle, other than a vehicle for which a Salvage Certificate has been issued, back to its original or operating condition by restoring, mending, straightening, replacing, altering or painting its essential parts.

Automotive Parts Recycler – A person in the business of acquiring previously owned vehicles and vehicle parts for the primary purpose of disposing of vehicle parts in a manner other than that described in the definition of scrap processor.

Scrap Processor – A person who purchases any material that may have been a vehicle or essential part for processing into a form other than a vehicle or essential part for remelting purposes only. No scrap metal processor may sell a vehicle or essential part as such, unless licensed to do so under another provision of this Act.

Public Act 83-1473 also expands the definition of salvage vehicle, mandates inspections of rebuilt vehicles and establishes a system of tracking essential parts.

Salvage Vehicles, Junk Vehicles, Rebuilt Vehicles

Insurance companies paying a total loss claim for a vehicle eight model years of age or newer must apply for a *Salvage Certificate*. Abandoned vehicles or vehicles with possessory liens by commercial relocators that are subsequently sold at public auction can be issued either a *Salvage Certificate* or a *Junking Certificate*. Likewise, a repossessed or fleet vehicle (firm with five or more vehicles) that has sustained more than 33 1/3 percent damage will be considered salvage. A salvage vehicle can either be rebuilt by a licensed rebuilder or disposed of as junk.

A junk vehicle may be disassembled into parts or crushed or otherwise disposed of. A vehicle issued a *Junk Certificate of Ownership* may **never** receive a clear title allowing the vehicle to be registered again in Illinois.

A rebuilt salvage vehicle may be registered upon completion of the appropriate inspection (eight model years of age or newer). The licensed rebuilder (the only entity who can legally apply) must take the vehicle to the Secretary of State inspection station and have it physically inspected before a REBUILT title can be issued. The purpose of these inspections is to verify the replacement of an essential part and to inspect all ownership documents. The inspection is not intended to certify the safety or road-worthiness of the vehicle or the quality of the workmanship. A fee of \$94 for each such inspection will be assessed. An inspection is not required for a vehicle that is nine model years of age or older. The vehicle also must be inspected by the Illinois Department of Transportation and issued a Certificate of Safety.

Essential Parts

Essential parts are parts of vehicles that must have their ownership tracked on the uniform invoice. Essential parts include: vehicle hulks, shells, chassis, frames, front-end assemblies (i.e., headlight, grill, fenders, hood), front clip (front-end assembly with cowl attached), rear clip (i.e., quarter panels, fenders, floor, top), doors, hatchbacks, fenders, quarter panels, cabs, cab clips, cowls, hoods, trunk lids, T-tops, sun roofs, moon roofs, astrox roofs, transmissions of second division vehicles, seats, aluminum wheels, engines, stereos, radios, cassette radios, compact disc radios, cassette/compact disc radios, compact disc players, compact disc changers and similar parts. An essential part that does not have an identification number affixed to it. The term "and similar part" is for essential parts that manufacturers may describe as different in the future. It is not a catch-all so that virtually every part available may be included.



Uniform Invoice

A Uniform Invoice is a form provided by the Office of the Secretary of State to track ownership records of essential parts. When an essential part changes ownership it must be accompanied by a copy of the Uniform Invoice with a record of the part number (i.e., the VIN of the original vehicle from which the part was taken), the name and identification (driver's license number or other approved identification) of the seller, and the name and identification of the buyer. Each will retain a copy of the Uniform Invoice for each transaction. Every essential part must indicate a VIN (including those essential parts brought in from other states).

Criminal Background Check Required

Per the Illinois Vehicle Code (625 ILCS 5/5-105, Investigation of Licensee Required), all applicants for a license must complete a criminal background check. Applicants must contact an Illinois State Police-approved live-scan fingerprint vendor. For a complete list of approved vendors, please contact: Illinois State Police, Bureau of Investigations, 815-740-5160, askisp@isp.state.il.us. **A receipt from the vendor must be submitted with the application for license. Any application not containing a fingerprinting receipt or any other documentation required in this application will be returned to the applicant.**

