



## **LIMITED LIABILITY COMPANY (LLC) AUTOMOTIVE REPAIR DEALER REGISTRATION APPLICATION INSTRUCTIONS**

Complete this application in accordance with the instructions below and include additional pages and documents as necessary. The Bureau of Automotive Repair (BAR) cannot consider an application for registration unless all requested information is provided. If not applicable, indicate N/A.

- Submit completed application with all required information and fees to the BAR Licensing Program at the above address. **Send a separate completed application and \$200.00 fee to the above address for each business location.**
- Remit fees by check or money order made payable to the Bureau of Automotive Repair.
- **FEES ARE NON-REFUNDABLE PURSUANT TO BUSINESS AND PROFESSIONS CODE SECTION 158.**
- A registration will be mailed to the address of record after your application is approved and processed, provided the application does not have any deficiencies.

### **SECTION 1 - 13**

1. **NAME OF BUSINESS:** Provide the exact name under which the business will be conducted. This same name should be shown on all invoices and advertisements. **NOTE: The motor vehicle license plate number, if provided in section 12, item (c), will be included as part of the registered business name.**
2. **NAME OF LIMITED LIABILITY COMPANY:** Provide the name of the LLC as filed with the California Secretary of State.
3. **FEDERAL EMPLOYER IDENTIFICATION NUMBER:** Provide the Federal Employer Identification Number (FEIN) assigned by the Internal Revenue Service. The FEIN must be in an active status.
4. **BUSINESS ADDRESS:** Provide the physical address where business is conducted and/or records will be maintained. P.O. Boxes are not permitted. If your business is located at an address that has multiple shops, you must provide the unit/suite number since each business must have a unique address. All licenses are mailed to the business address. The business address must be shown on invoices and advertisements. The business address will be disclosed on BAR's website as the address of record.
5. **MAILING ADDRESS:** Complete only if you wish to receive correspondence at an address other than the business address. **If you provide a mailing address, renewal notices will be sent only to this address.**
6. **BUSINESS AREA CODE AND TELEPHONE NUMBER:** Provide the area code and telephone number.
7. **EMAIL ADDRESS:** Complete only if you wish to receive correspondence from BAR by email.
8. **LIST ALL MEMBERS OF THE LIMITED LIABILITY COMPANY:** Pursuant to Business and Professions Code section 9884, an automotive repair dealer shall identify the owners, directors, officers, partners, members, trustees, responsible managing employee, and other persons who directly or indirectly control or conduct the business.
  - **Partnership:** If the business is a partnership (two or more individuals), list the full name, title (i.e., partner), Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), government-issued photo identification (ID), area code and telephone number, and home address for each partner of the business.
  - **Corporation:** If the business is a corporation, list the full name, title (i.e., president, secretary, treasurer, etc.), SSN/ITIN, government-issued photo identification (ID), area code and telephone number, and home address for each officer and director of the business. **If the same person holds all corporate offices, you must state so on the application.**
  - **Trust:** If the business is a trust, list the full name, title (i.e., trustee), SSN/ITIN, government-issued photo identification (ID), area code and telephone number, and home address for each trustee.

9. **APPLICANT'S BACKGROUND:** This section must be completed in its entirety. Check "yes" or "no" for questions a through j. Any applicable information not provided may result in denial of this application or legal action later to revoke this licensure.

Expedited application assistance is available for current or former United States military personnel and spouses or domestic partners of active duty or reserve military personnel. A waiver of renewal requirements is available for active duty or reserve military personnel. To apply for expedited application assistance or a renewal requirement(s) waiver, you must submit required documentation as specified at [www.bar.ca.gov](http://www.bar.ca.gov). (See Health and Safety Code section 44031.5(d) and Business and Professions Code sections 114.3 and 115.5.)

Expedited application assistance is available for applicants who were admitted to the United States as a refugee under Section 1157 of Title 8 of the United States Code, applicants who have been granted asylum by the Secretary of Homeland Security or the Attorney General of the United States pursuant to Section 1158 of Title 8 of the United States Code, or applicants who have a special immigrant visa (SIV) that has been granted status under Section 1244 of Public Law 110-181, under Public Law 109-163, or under Section 602(b) of Title VI of Division F of Public Law 111-8. (Business and Professions Code section 135.4)

Acceptable refugee, asylee, and immigration documentation includes:

- Form I-94, Arrival/Departure Record, with an admission class code such as "RE" (Refugee) or "AY" (Asylee) or other information designating the person a refugee or asylee.
  - Special immigrant visa that includes the designators "SI" or "SQ."
  - Permanent Resident Card (Form I-551), commonly known as a "Green Card," with a category designation indicating that the person was admitted as a refugee or asylee.
  - An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurance that the applicant qualifies for expedited licensure.
10. **SELLER PERMIT, CITY/COUNTY BUSINESS LICENSE, HAZARDOUS WASTE IDENTIFICATION NUMBER:** If not applicable, indicate N/A or Exempt.
- Seller Permit Number: Provide the seller permit number as assigned by the California Board of Equalization.
  - City/County Business License Number: Provide the business license number as assigned by the local city or county official of that jurisdiction. If the office or jurisdiction does not require a business license, attach a detailed statement dated and signed by a person listed in section 8 of the application.
  - Hazardous Waste Identification Number: Provide the hazardous waste identification number as assigned by the United States or California Environmental Protection Agency.
11. **DOMESTIC/FOREIGN LIMITED LIABILITY COMPANY NUMBER:** Provide the domestic or foreign limited liability company number as assigned by the California Secretary of State and attach a copy of the following supporting documents:
- Domestic Limited Liability Company: Articles of Organization and Charter, Statement of Information, Operating Agreement, and Trust Agreement (if a member of the LLC is a trust).
  - Foreign Limited Liability Company: Application to Register and Charter (issued by the state where the foreign LLC was formed), Statement of Information, Certificate Registration, Operating Agreement, and Trust Agreement (if a member of the LLC is a trust).
12. **TYPE OF BUSINESS:**
- Using the list provided, identify the primary and secondary services performed by the business and provide the corresponding number(s) in items (a) and (b).
  - Select YES or NO for item (c). If YES, provide the license plate number for the motor vehicle used to perform mobile automotive repairs in item (c). The motor vehicle license plate number will be included as part of the registered business name that must be shown on all invoices and advertisements. (California Code of Regulations title 16, section 3351.7.3.)
  - Select YES or NO for item (d).
  - If required, provide the spray booth permit number as assigned by the local Air Quality Management or Air Pollution Control District in item (e) and attach a copy of the supporting documents.

13. CERTIFICATION: The appropriate person(s) must read, sign, and date section 13 of this application. Signatures affirm that all statements are true and correct. Any false statements made on this application may result in denial of this application or legal action later to revoke the registration.

## ADDITIONAL INFORMATION

### TYPE OF REPAIR BUSINESS REQUIRED TO REGISTER

A valid registration is required for any business that, for compensation, performs tests or repairs to, maintenance of, or diagnosis of malfunctions of any of the following automotive or motorcycle components:

- AIR CONDITIONING SYSTEM
- BODY AND FRAME
- BRAKES
- CLUTCH
- DRIVE TRAIN ASSEMBLY
- ELECTRICAL SYSTEM
- ENGINE
- SUSPENSION
- TRANSMISSION
- STEERING GEAR
- EMISSION CONTROL SYSTEM
- FUEL SYSTEM
- HEATER SYSTEM
- GLASS COMPONENTS
- OTHER AUTOMOTIVE MOTORCYCLE COMPONENTS  
(not specifically excluded)

### TYPE OF REPAIR BUSINESS NOT REQUIRED TO REGISTER

No registration is required for the following:

- A business that services only vehicles other than passenger vehicles.
- A fleet owner repairing only fleet vehicles.
- Machine shops that meet all of the following criteria:
  1. Primary business is the wholesale supply of new or rebuilt automotive parts; and
  2. Solely engages in the remanufacturing of individual automotive parts without compensation for warranty adjustments; and
  3. Does not engage in repairing or diagnosing malfunctions of motor vehicles or motorcycles.

### CHANGE OF BUSINESS NAME, ADDRESS, OR CORPORATE OFFICERS OR DIRECTORS

If there is a change to your business name, address, or corporate officers or directors, please call (855) 735-0462 to request a Change of Name/Address/Corporate Officers or Directors form or access the form on BAR's website. BAR must be notified within 14 days of the change of business name, address, or corporate officers or directors per California Code of Regulations, title 16, section 3351.1(d).

### CHANGE IN OWNERSHIP

An ownership change consists of any change in legal ownership of the licensed business, including the purchase of an existing business, addition or deletion of a partner, the transfer of any ownership interest between members of family, change of the business entity by incorporation of the business, or any other change in the corporate status that requires a new corporate number as issued by the Secretary of State. When a change in the business ownership takes place, you must cease operating as an automotive repair dealer and the new owner must submit a new application with the applicable fee.

### RENEWAL OF REGISTRATION

An automotive repair dealer registration must be renewed annually by submitting a renewal notice and the applicable fee. The Department of Consumer Affairs mails a courtesy notice approximately 90 days before expiration of a registration. **However, if a renewal notice is not received, owners are still responsible for renewing the registration.** If a registration is renewed after the date of expiration, the registrant will be charged a late fee of \$50.00.

### APPLICATION FOR SOLE PROPRIETORSHIP, PARTNERSHIP, OR CORPORATION

If the business is a sole proprietorship, partnership, or corporation (not LLC), you must apply on a separate Automotive Repair Dealer Registration Application. To obtain an application, please visit [www.bar.ca.gov](http://www.bar.ca.gov) or call (855) 735-0462.

# NOTICE ON COLLECTION OF PERSONAL INFORMATION

## COLLECTION AND USE OF PERSONAL INFORMATION

The Bureau of Automotive Repair of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code sections 30, 9884, and 9887.2, Labor Code section 432.7, Civil Code section 1798 et seq. (Information Practices Act), and California Code of Regulations, title 16, section 3306. The Bureau of Automotive Repair uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation.

Pursuant to Business and Professions Code section 27, the licensee's address of record is a public record and will be posted on BAR's website.

## MANDATORY SUBMISSION

Submission of the requested information is mandatory. The Bureau of Automotive Repair cannot consider your application for licensure or renewal unless you provide all requested information.

## ACCESS TO PERSONAL INFORMATION

You may review the records maintained by the Bureau of Automotive Repair that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

## POSSIBLE DISCLOSURE OF PERSONAL INFORMATION

The Bureau of Automotive Repair makes every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act (PRA) request (Government Code section 6250 et seq.), as allowed by the Information Practices Act (Civil Code section 1798 et seq.);
- To another government agency as required by State or Federal law; or
- In response to a court or administrative order, a subpoena, or a search warrant

Effective July 1, 2012, the California Department of Tax and Fee Administration and the Franchise Tax Board may share taxpayer information with this agency.

Your license may be suspended by BAR if your state tax obligation is not paid.

## CONTACT INFORMATION

For questions about this notice or access to your records, you may contact the Bureau of Automotive Repair PRA Unit at 10949 North Mather Boulevard, Rancho Cordova, CA 95670, by phone at (855) 735-0465, or by email at [bar.pra@dca.ca.gov](mailto:bar.pra@dca.ca.gov).

For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by email at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).

For questions about the Information Practices Act, you may contact the Attorney General's Office, California Department of Justice - Attention: Public Inquiry Unit, PO Box 944255, Sacramento, CA 94244, by phone at (800) 952-5225, or online at [www.oag.ca.gov](http://www.oag.ca.gov).



**LIMITED LIABILITY COMPANY (LLC)  
 AUTOMOTIVE REPAIR DEALER REGISTRATION  
 APPLICATION  
 FEE \$200**

FOR DEPARTMENT USE ONLY
ARD #:
Issue Date:
Business Type:
Receipt #:
ATS #:

Please type or print legibly in ink. If not applicable, indicate N/A. Do not leave any question blank.

<b>1. NAME OF BUSINESS</b> (DBA/TO BE SHOWN ON INVOICES AND ADVERTISEMENTS)					
<b>2. NAME OF LIMITED LIABILITY COMPANY</b> (AS FILED WITH THE CALIFORNIA SECRETARY OF STATE)					
<b>3. FEDERAL EMPLOYER IDENTIFICATION NUMBER</b>					
<b>4. BUSINESS ADDRESS</b>	Number and Street	Suite or Unit #	City	State	Zip Code
<b>5. MAILING ADDRESS</b>	Number and Street or PO Box	Suite or Unit #	City	State	Zip Code
<b>6. BUSINESS AREA CODE AND TELEPHONE NUMBER</b>			<b>7. EMAIL ADDRESS</b>		
<b>8. LIST ALL MEMBERS OF THE LIMITED LIABILITY COMPANY:</b> Pursuant to Business and Professions Code section 9884, an automotive repair dealer shall identify the owners, directors, officers, partners, members, trustees, responsible managing employee, and other persons who directly or indirectly control or conduct the business. If a PARTNERSHIP, list all partners. If a CORPORATION, list all officers and directors, (i.e., president, secretary, and treasurer). If a TRUST, list all trustees. Enter full legal names (NO INITIALS). If a legal name contains initials only, so state. Attach additional pages if necessary.					
<b>FULL NAME</b> Last First Middle			<b>TITLE</b>		
<b>SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER</b>			<b>TELEPHONE NUMBER</b>		
<b>GOVERNMENT PHOTO ID ISSUING AUTHORITY, DOCUMENT TITLE, AND NUMBER</b> (EXAMPLE: CALIFORNIA DRIVER LICENSE A123456)					
<b>HOME ADDRESS</b>	Number and Street or PO Box	Suite or Unit #	City	State	Zip Code
<b>FULL NAME</b> Last First Middle			<b>TITLE</b>		
<b>SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER</b>			<b>TELEPHONE NUMBER</b>		
<b>GOVERNMENT PHOTO ID ISSUING AUTHORITY, DOCUMENT TITLE, AND NUMBER</b> (EXAMPLE: CALIFORNIA DRIVER LICENSE A123456)					
<b>HOME ADDRESS</b>	Number and Street or PO Box	Suite or Unit #	City	State	Zip Code
<b>FULL NAME</b> Last First Middle			<b>TITLE</b>		
<b>SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER</b>			<b>TELEPHONE NUMBER</b>		
<b>GOVERNMENT PHOTO ID ISSUING AUTHORITY, DOCUMENT TITLE, AND NUMBER</b> (EXAMPLE: CALIFORNIA DRIVER LICENSE A123456)					
<b>HOME ADDRESS</b>	Number and Street or PO Box	Suite or Unit #	City	State	Zip Code

<b>9. APPLICANT'S BACKGROUND</b>		
<p><b>a. Has any person listed in section 8 ever served in the United States military?</b></p> <p>If YES, you must provide required documentation. Refer to instructions page.</p>	<b>YES</b>	<b>NO</b>
<p><b>b. Is any person listed in section 8 married to or in a domestic partnership or other legal union with an active duty member of the U.S. military assigned to a duty station in California under official active duty military orders?</b></p> <p>If YES, you must provide required documentation. Refer to instructions page.</p>	<b>YES</b>	<b>NO</b>
<p><b>c. Is any person listed in section 8 a refugee, asylee, or holder of a special immigrant visa?</b></p> <p>If YES, you must provide required documentation. Refer to instructions page.</p>	<b>YES</b>	<b>NO</b>
<p><b>d. Has any person listed in section 8, or any business the person is or was directly or indirectly in control of, ever been convicted of any offense or entered a plea of nolo contendere in this or any other state in the United States or a foreign country?</b></p> <p>This includes every citation, infraction, misdemeanor and/or felony, including traffic violations. Note: Convictions that were adjudicated in the juvenile court or convictions two years or older under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) should not be reported. Convictions that were later dismissed by the court or set aside pursuant to section 1203.4, 1203.4(a), 1203.41, or 1203.42 of the California Penal Code or equivalent non-California law MUST be disclosed.</p> <p>If YES, provide a statement of explanation, including the crime for which there was a conviction, the approximate date and location of the crime, and the sentence served, if any.</p>	<b>YES</b>	<b>NO</b>
<p><b>e. Exclusive of juvenile court adjudications and criminal charges dismissed under section 1000.3 of the California Penal Code or equivalent non-California laws, or convictions two years or older under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b), has any person listed in section 8 had a conviction that was later dismissed or set aside by the court?</b></p> <p>If YES, provide a statement of explanation.</p>	<b>YES</b>	<b>NO</b>
<p><b>f. Does any person listed in section 8, or any business the person is directly or indirectly in control of, have any criminal action pending against them/it, or is currently awaiting judgment and sentencing following entry of a plea or jury verdict?</b></p> <p>If YES, provide a statement of explanation.</p>	<b>YES</b>	<b>NO</b>

<p><b>g. Has any person in section 8, or any business the person is or was directly or indirectly in control of, ever had a registration, license, or certification that was denied, suspended, revoked, or placed on probation by BAR or that was issued a citation by BAR?</b></p> <p>If YES, provide a statement of explanation that includes each registration, license, and/or certification disciplined and a description of the discipline imposed on that registration, license, and/or certification.</p>	<b>YES</b>	<b>NO</b>
<p><b>h. Does any person listed in section 8, or any business the person is directly or indirectly in control of, have a CURRENT registration, license, or certification issued by BAR?</b></p> <p>If YES, list the name(s) and registration number(s), license number(s), and/or certification(s):</p>	<b>YES</b>	<b>NO</b>
<p><b>i. Has any person listed in section 8, or any business the person was directly or indirectly in control of, ever had a PRIOR registration, license, or certification issued by BAR?</b></p> <p>If YES, list the name(s) and registration number(s), license number(s), and/or certification(s):</p>	<b>YES</b>	<b>NO</b>
<p><b>j. Is this a change of ownership? If YES, provide proof of sale.</b></p>	<b>YES</b>	<b>NO</b>
<b>10. SELLER PERMIT, CITY/COUNTY BUSINESS LICENSE, HAZARDOUS WASTE IDENTIFICATION NUMBER</b> (If not applicable, indicate N/A or exempt.)		
<p><b>a. Seller Permit Number</b> _____</p>		
<p><b>b. City/County Business License Number</b> _____</p>		
<p><b>c. Hazardous Waste Identification Number</b> _____</p>		
<p><b>11. DOMESTIC/FOREIGN LIMITED LIABILITY COMPANY NUMBER</b> Under Corporations Code sections 17000 and 17450, all limited liability companies must be registered as a domestic or foreign limited liability company in good standing with the California Secretary of State. Provide the number assigned to the domestic or foreign limited liability company and attach a copy of the supporting documents.</p>		
<p><b>a. Domestic Limited Liability Company Number</b> _____</p> <p><b>Attach</b> a copy of the following:</p> <ul style="list-style-type: none"> <li>• Articles of Organization and Charter</li> <li>• Statement of Information</li> <li>• Operating Agreement</li> <li>• Trust Agreement (if a member of the LLC is a trust)</li> </ul>		
<p><b>b. Foreign Limited Liability Company Number</b> _____</p> <p><b>Attach</b> a copy of the following:</p> <ul style="list-style-type: none"> <li>• Application to Register and Charter (issued by the state where the foreign LLC was formed)</li> <li>• Statement of Information</li> <li>• Certificate of Registration</li> <li>• Operating Agreement</li> <li>• Trust Agreement (if a member of the LLC is a trust)</li> </ul>		
<b>12. TYPE OF BUSINESS</b> (Provide the number(s) corresponding to the primary and secondary services performed by the business.)		
<p><b>a. Primary Business Type</b> _____</p>		
<p><b>b. Secondary Business Type</b> _____</p>		
<p>10. General Repair</p> <p>11. Preventative Maintenance Services</p> <p>12. Smog Check Station</p> <p>13. Auto Body and/or Paint Shop</p> <p>14. New/Used Car Dealer</p> <p>15. Used Cars Only Dealer</p> <p>16. Chain Store</p> <p>17. Motorcycle Repair Shop</p> <p>18. Engine Rebuilding/Repair</p>	<p>19. Mobile Automotive Repair</p> <p>20. Automotive Diagnostic Repair</p> <p>21. Auto Wrecker/Dismantler</p> <p>22. Glass Shop</p> <p>23. Transmission Repair Shop</p> <p>24. Brake/Front End Alignment Shop</p> <p>25. Muffler/Exhaust Repair Shop</p> <p>26. Radiator Repair Shop</p> <p>27. Machine Shop</p>	<p>28. Tire Shop</p> <p>29. Auto Training School/College</p> <p>30. Auto Air Conditioning Shop</p> <p>31. Trailer Hitch Installation</p> <p>32. Tune Up/Oil Lube Shop</p> <p>33. Ignition Interlock Device Installer</p> <p>34. Automotive Parts Retailer</p> <p>40. Other: _____</p>

<p><b>c. Will the business be engaged solely in mobile automotive repairs <u>and</u> not operate a facility where the diagnosis or repair of motor vehicles is performed?</b> If YES, provide the license plate number for the motor vehicle used to perform the mobile automotive repairs.</p> <p>Motor Vehicle License Plate Number _____</p> <p><b>PLEASE NOTE:</b> The motor vehicle license plate number will be included as part of the registered business name that must be shown on all invoices and advertisements.</p>	<b>YES</b>	<b>NO</b>
<p><b>d. If the business is applying for registration as an Auto Body and/or Paint Shop, does the business have the required permits, licenses, and equipment to operate an Auto Body and/or Paint Shop?</b> (See California Code of Regulations title 16, section 3351.1(a) and (b).)</p>	<b>YES</b>	<b>NO</b>

**e. Pursuant to Business and Professions Code section 9889.52, an application for registration as an Auto Body and/or Paint Shop may be required by law to have a spray booth permit. If required, provide the permit number and attach a copy of the supporting documents.**

Spray Booth Permit Number \_\_\_\_\_

**13. CERTIFICATION** (This section must be signed and dated by each person listed in section 8 of this application. Attach additional pages if necessary.)

**PLEASE NOTE:** Pursuant to Business and Professions Code section 9884.6(a), you may not perform any activities at this location for which you are required to possess a valid automotive repair dealer (ARD) registration until an ARD registration is issued. In addition, section 9884.4 states that an ARD registration shall cease to be valid when the Director finds that any of the information provided by this form ceases to be current. Furthermore, California Code of Regulations, title 16, section 3351 requires that the application shall be accompanied by the registration fee and any evidence, statements, or documents required on the application.

I certify under penalty of perjury under the laws of the state of California that all the statements made in this application and all attached supporting documents pertaining to this application are true and correct.

**SIGNATURE** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

NOTE: Once submitted, your application for Automotive Repair Dealer registration and supporting documentation become the property of BAR and will be kept as a matter of record. MAKE A COPY OF THIS COMPLETED AND SIGNED APPLICATION FOR YOUR RECORDS.