

NEW JERSEY UN-LICENSED AUTO BODY SHOP REPORTING FORM

Auto Body Shops that are performing repairs to vehicles that are damaged as the result of a collision have been required to be licensed by the state of New Jersey since 1984. However, there are many shops that are operating without a license and many that are operating with an expired license.

Shops that only do restoration work are exempt for the requirement of having a license, but only if the shop only performs restoration work and does not perform repairs to vehicles that are damaged as the result of a collision.

There are certain shops that have a Limited License, which allows them to perform body work but not paint work. These shops should have what is referred to as a Limited License or a No-Paint License. The Limited License is identified by the letter "L" at the end of the license number.

Licensed auto body shops are required to have a sign in front of the building that can be seen from the road and to have the actual license posted in the office area in a conspicuous location.

This form is designed to report auto body shops that have no license, auto body shops with an expired license and auto body shops that are performing painting services when the shop has a Limited License or No-Paint License.

The New Jersey Motor Vehicle is in charge of Licensing and overseeing Auto Body Shops in the state of New Jersey. When an auto body shop is discovered to be operating in a manner that is not consistent with the criteria above the lower portion of this form should be filled out and e-mailed or faxed to the NJ-MVC.

The Alliance of Automotive Service Providers of New Jersey (AASP/NJ) is also monitoring this activity. Please simultaneously fax this form to the AASP/NJ at the fax number below.

Report to the NJ-MVC of a New Jersey Auto Body Shop Operating in a Manner that is not in Compliance with the NJ Auto Body License Law Provisions Above

Date of Report: _____ Reported by: _____

Agency report made by, if applicable: _____ Phone #: _____

Reason for reporting:

____ **Un-Licensed** – Shop Is Operating Without a License

____ **Expired License** – Shop Is Operating With an Expired License

____ **Limited License** - Shop has Limited **No-Paint License**, yet Shop Appears to be Performing Painting Services on The Premises

Name of Auto Body Shop: _____

Address: _____ Town: _____ State: _____ Zip: _____

Owner/Contact Name at the location: _____ Phone: _____

The NJ-MVC would prefer that this information is sent via e-mail to: Aurora.reeves@dot.state.nj.us.

However, if e-mail is not possible, fax this form to both the NJ-MVC at 609-292-4400 and to the AASP/NJ at 732-922-9821. The NJ-MVC Auto Body Unit can also be reached by phone at 609-984-9631.