



# Iowa Department of Transportation

Office of Vehicle Services  
P.O. Box 9278  
Des Moines, IA 50306-9278

Phone: (515) 237-3110  
Fax: (515) 237-3056  
E-mail: [vehser@dot.iowa.gov](mailto:vehser@dot.iowa.gov)  
Web site: [www.iowadot.gov/mvd](http://www.iowadot.gov/mvd)

## VEHICLE RECYCLER LICENSE INFORMATION

To obtain a vehicle recycler's license, you must have a place of business where you maintain regular business hours and the public can contact you. Regular business hours are a minimum of 32 hours Monday through Friday where the office is staffed during regular business hours. Your place of business must include an office, equipped with a telephone, and comply with local zoning provisions. You must provide the Department with a copy of a letter, issued by the office responsible for the enforcement of zoning ordinances in the city, town, or county where the applicant's business is located, which states that the applicant has complied with all zoning provisions.

If your business stores, keeps, buys, or sells 10 or more wrecked, scrapped, ruined, dismantled or inoperative vehicles, you must comply with the Iowa Junkyard Control Law, Iowa Code Section 306C.2. The law prohibits junkyards within 1,000 feet of the nearest edge of any interstate highway, except those which are:

- 1) effectively screened by natural objects, plantings, fences, or other means approved by the Iowa DOT; or
- 2) located in industrial zones or unzoned industrial areas; or
- 3) not visible from the main traveled portion of the highway; or
- 4) established prior to July 1, 1972.

**Vehicle Rebuilders** must certify that at their location there is a 14' x 24' (*inside measurement*) area in a building for rebuilding and restoring vehicles, sufficient storage for all vehicles in the inventory, and equipment necessary to perform rebuilding and restoring of vehicles in the inventory.

**Used Vehicle Parts Recyclers** must certify that at their location there is sufficient storage for the vehicle parts in the inventory.

**A Vehicle Salvager** must certify that there is sufficient storage at the location for vehicles, vehicle parts, and vehicle bodies included in the inventory, and that there is sufficient equipment necessary to perform dismantling, scrapping, or storing of vehicles and/or vehicle parts included in the inventory.

The license fee is \$70 for two years. Any supplemental location within the same county in which you may conduct business is referred to as an extension. There is no additional license fee for an extension, but any extension address must be listed on the enclosed application and such location must also be in a properly zoned area. If you are going to be selling rebuilt vehicles at retail, you will need to obtain a motor vehicle dealer's license. A recycler's license does not authorize selling vehicles at retail.

If you decide to apply for a recycler's license, forward the completed application, along with your payment (payable to the Iowa Department of Transportation) and zoning letter, to the Office of Vehicle Services at the address on the top of this form.



# Iowa Department of Transportation

Office of Vehicle Services  
P.O. Box 9278  
Des Moines, IA 50306-9278

Phone: (515) 237-3110  
Fax: (515) 237-3056  
E-mail: vehser@dot.iowa.gov  
Web site: www.iowadot.gov/mvd

## APPLICATION FOR AUTHORIZED VEHICLE RECYCLER LICENSE (Pursuant to Iowa Code Chapter 321 H)

DEALER NUMBER (if applicable) \_\_\_\_\_

1. **FIRM NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_ **COUNTY** \_\_\_\_\_  
**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

2. If you are an individual owner, submit your name and address. If you are a partnership, submit name and address of each partner. If you are a corporation submit name, address, and title of each officer and director.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List any extensions of your business. An extension is another location where you conduct business and is within the same county as your principal place of business. A zoning approval must be attached for each extension lot.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Check one or more boxes relating to your type of business.

**"Vehicle rebuilder"** - means a person engaged in the business of rebuilding or restoring to operating condition vehicles subject to registration which have been damaged or wrecked. I hereby certify the above listed location (\*1) does comply with Iowa Code Chapter 321H, Iowa Administrative Rule 761-431, and is equipped with a 14' x 24' (inside measurement) area inside for rebuilding and restoring vehicles in the inventory.

**"Used vehicle parts dealer"** - means a person engaged in the business of selling bodies, parts of bodies, frames or component parts of used vehicles subject to registration. I hereby certify the above listed location (\*1) complies with Iowa Code Chapter 321H, Iowa Administrative Rule 761-431, and there is sufficient storage for the vehicle parts in the inventory.

**"Vehicle salvager"** - means a person engaged in the business of scrapping, recycling, dismantling or storing wrecked or damaged vehicles or selling reusable parts of vehicles, or storing vehicles not currently registered which vehicles are subject to registration. I hereby certify the above listed location (\*1) does comply with Iowa Code Chapter 321H and Iowa Administrative Rule 761-431. This location does have sufficient storage for the vehicles, vehicle parts, and vehicle bodies included in the inventory. This location does have sufficient equipment necessary to perform dismantling, scrapping, or storing of vehicles and/or vehicle parts included in the inventory.

5. Vehicle recyclers must comply with the Iowa Junkyard Control Act, Iowa Code Chapter 306C. Check each appropriate box relating to your business property:

- Yes  No The business was established after July 1, 1972.
- Yes  No The business is beyond 1,000 feet of a primary or interstate highway.
- Yes  No The business is within an industrial-zoned area.
- Yes  No The business is located in an unzoned county or city.

6. Attach a letter from the appropriate zoning official (county or city) that states what the current zoning is (commercial, industrial, etc.) for your business location and include a statement that the business is in compliance with local zoning provisions. If the business is located in a city which requires a license, a copy of the license must be attached to your application.

7. **Business Hours**

List the business hours that will be maintained: M\_\_\_\_\_ T\_\_\_\_\_ W\_\_\_\_\_ Th\_\_\_\_\_ F\_\_\_\_\_ S\_\_\_\_\_ .  
A recycler is required to maintain a minimum of 32 posted hours Monday through Friday, inclusive, where the office is staffed during these hours.

## CRIMINAL HISTORY DATA REPORT

Has the applicant, the owner or any partner, if a partnership, or if a corporation, any officer or director been convicted of:

1. A felony?     Yes     No

2. Violation of the following Iowa laws:

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Chapter 321H (licensing of vehicle recyclers)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Chapter 321.52 (junking certificate and salvage titles)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Chapter 321.71 (odometer law)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Chapter 321.78 (injuring or tampering with a vehicle)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Chapter 321.92 (altering or tampering with a vehicle identification number or component part number or selling a vehicle with an altered or tampered number) |
| <input type="checkbox"/> | <input type="checkbox"/> | Chapter 321.97 (fraudulent application for registration or title)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Chapter 321.98 (operating a vehicle without registration)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Chapter 321.99 (improper use of registration)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Chapter 321.100 (false evidence of registration or title)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Chapter 714.16 (consumer fraud)  |

If any question has been answered 'Yes', please provide the name of the individual, the offense(s) committed, the date and the location of commission and place and court of conviction. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a fraudulent practice in connection with the sale of a vehicles or parts of a vehicle?     Yes     No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

Have you ever had a vehicle recycler license denied, suspended or revoked?     Yes     No.    If yes, explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify, under penalty of perjury and pursuant to the laws of the State of Iowa, that the statements made on this application are correct and true to the best of my knowledge and belief, that I am qualified to receive a license as a Vehicle Recycler in the State of Iowa, and that I am familiar with the Iowa Junkyard Control Act, Iowa Code Chapter 306C, and understand I must comply with those provisions.

\_\_\_\_\_

Name of Applicant

\_\_\_\_\_

If individual, Social Security Number

\_\_\_\_\_

FEIN # (Federal Employer Identification Number)

\_\_\_\_\_

By

\_\_\_\_\_

Title

**License Fee : \$70**

When completed, forward this application and any zoning approval letter plus your payment (payable to Iowa Department of Transportation) to the Office of Vehicle Services at the address on the top of this form.