



REGISTRY OF MOTOR VEHICLES

## General Requirements for Repair Inspection

Registry of Motor Vehicles · Section 5 Division  
P.O. Box 55897 · Boston, MA 02205-5897 · PHONE: 857-368-8030

**The Massachusetts State Police will be onsite to visit your location in 4 - 10 weeks from the date of this letter.** In order to prepare for this visit, please review the following list of general requirements and ensure all are met prior to the State Police arrival.

- **Have the following documents available for review:**
  1. Business Certificate
  2. Articles of organization/Corp papers (if applicable)
  3. FID/EIN
  4. RS# for motor vehicle repair shop (if applicable)
  5. A list of all authorized users who will have access to the Section 5 plates and photocopies of valid driver's license for each authorized user.
- **Must have a Garage Record Book and adequate service records which includes:**
  1. Date
  2. Description of vehicle with VIN
  3. Owner
  4. Nature of work.
- Must be principally and substantially engaged in the business of repairing, altering, reconditioning, equipping or towing motor vehicles or trailers for the public.
- Have Registration for Motor Vehicle Repair Shop Certificate issued by The Division of Standards, Office of Consumer Affairs.
- **Must have a separate and exclusive entrance to your place of business**, unless both businesses are owned by you. Section Five registrants cannot share office space.
- **Must have adequate office space** in the building structure or office trailer to conduct business.
- **Must have a permanently affixed exterior sign** posted of sufficient size and design to give the general public notice of the name and nature of the business. You must have a sign to display business hours.
- Please make available for inspection your Garage Record Book or adequate service records.
- If storing vehicles, adequate storage space is required.

OVER →

- If you are going to use a Repair plate on a tow truck or service vehicle, you MUST adhere to the following regulations:
  1. Tow Truck/Service Vehicle must have permanent lettering (not magnetic)
  2. Lettering must be at least 1.5" high and visible front to rear or side by side to include municipality
  3. Have title available (or title number if lien holder has title)
  4. Vehicle should be available for inspection and have a valid Mass State Inspection Sticker
- If you are towing for the public do you....
  1. Retain vehicles for storage?
  2. Have separation for stored vehicles?
  3. Have a storage facility located at another location?
  4. Have a lease or rental agreement (if applicable)?
- You must apply for a Compliance Decal and display it to indicate you have taxed and titled your Tow/Service Vehicle. The decal must be displayed on the driver side rear window.

**Prior to the State Police Inspection, please check with your city or town for any additional requirements.**