



Dear Motor Vehicle Repair Shop Applicant:

Please read the following information before submitting your Motor Vehicle Repair Shop Initial Registration Application and fee.

If your application is incomplete, you will be provided with a deficiency notice that lists the required documents and/or information that are missing. You will have sixty (60) days to provide the missing documents/information. If you do not complete the application process within that sixty (60) day period, the application will be considered abandoned and closed and a new application fee will be required.

After your application is submitted, the names of the employees that will be working in your shop will be verified to ensure that there is at least one (1) ASE or AATI certified specialty or master mechanic or paint/body technician registered with the Consumer Services Department (CSD) for each category of repair work that you intend to offer.

If your application does not have CSD registered mechanics or technicians certified in the repair work categories you indicate your business will perform, your application may be denied. Please note that your application fee is non-refundable and a new application fee will be required if you decide to submit another application at a later date.

When you have submitted all the required documents and information to the Licensing Section, a Motor Vehicle Repair (MVR) Enforcement Officer will be assigned to inspect your shop or mobile repair facility. The inspection process normally occurs within fourteen (14) days after your application is determined to be complete. When your shop or mobile repair vehicle passes inspection, the MVR Enforcement Officer will provide you with an inspection report with an approval date. The approved inspection report will serve as a temporary registration and will allow you to begin operating your motor vehicle repair shop.

Please be advised that it is a violation of the Miami-Dade County Code to engage in the motor vehicle repair business without a valid registration or an approved inspection report serving as a temporary registration. Violation of the County Code may result in civil and/or criminal penalties.

A motor vehicle repair registration will be mailed to you at the business address listed on your application approximately thirty (30) days after your shop is inspected and approved.

If you have any questions regarding the motor vehicle repair shop registration process, please contact the Licensing Section at 305-375-4222, extension 93408.

Sincerely,

I have read and I understand the above information.

David C. Leahy
Director

(Printed Name)

(Signature)

(Date)