

**761—431.3(307,321H) Application and requirements for license.**

**431.3(1) *Application submission.*** Application for an authorized vehicle recycler's license shall be made on Form 411117 and submitted to the department with the applicable statutory fee by mail to Motor Vehicle Division, Iowa Department of Transportation, P.O. Box 9278, Des Moines, Iowa 50306-9278. Form 411117 may be obtained by contacting the motor vehicle division, by phone at 515.237.3156, by email to [dealer.programs@iowadot.us](mailto:dealer.programs@iowadot.us) or on the department's website at [www.iowadot.gov/mvd/buyingselling/buyingselling/recycler](http://www.iowadot.gov/mvd/buyingselling/buyingselling/recycler).

**431.3(2) *Required information.*** Each application shall include all information required by Iowa Code section 321H.4 and the following information:

- a. The business's name, bona fide address and telephone number.
- b. The legal name, bona fide address and telephone number of an owner when the owner of the business is an individual, or the name, bona fide address and phone number of at least two partners or officers if the business is a partnership or corporation.
- c. The federal employer identification number of the business. If the business is owned by an individual who is not required to have a federal employer identification number, the application shall include the individual's social security number, Iowa nonoperator's identification number or Iowa driver's license number.
- d. The address of any extension of the applicant's place of business.
- e. Certification the applicant complies with the requirements for the type of business the applicant engages in as specified under Iowa Code section 321H.4(2) "b."
- f. A letter from the appropriate city or county zoning official stating that the business, or any extension of the applicant's business, complies with all applicable zoning provisions or is a legal nonconforming use. The letter must include acknowledgment by the zoning official of the type, or types, of business the applicant is engaged in.
- g. A statement of the previous criminal history of the applicant. If the applicant is a corporation, the statement is required from each officer. If the applicant is a partnership, the statement is required from each partner.
- h. The unique NMVTIS identification number as proof of compliance with registration requirements.

This rule is intended to implement Iowa Code sections 307.12(1) "j," 321H.4 and 321H.4A.

[ARC 9449C, IAB 7/23/25, effective 8/27/25]