



**STATE OF OKLAHOMA  
DEPARTMENT OF PUBLIC SAFETY  
WRECKER SERVICES DIVISION**

**Wrecker Service Application Instructions**

**Original Application.** Please complete the front and back, sign and have the application notarized. If the application is for a corporation or partnership, two officers or partners must sign the application. The completed application must be submitted to the department with the following; the application will be returned to you if any of these are not submitted with the application:

1. **Oklahoma State Bureau of Investigation Criminal History (Background Check).** An OSBI background check must be conducted on each business owner before a wrecker service license can be issued. Complete the Criminal History Information Request and send it and the fee to the OSBI address provided on the form. If the wrecker service is a partnership, a background check must be completed for each partner. If the wrecker service is a corporation, a background check must be completed for all officers. Once you receive the criminal history (background check) from the OSBI, submit it along with your application. Only an original background check will be accepted (no faxes or copies will be accepted.)

Wrecker service applicants that have not been a resident of Oklahoma for at least five (5) years must obtain a criminal history (background check) from the previous state of residence.

2. **Certificate of Insurance.** The Certificate of Insurance must be completed by your insurance agent or carrier. (For required limits of insurance coverage, see DPS rule OAC 595:25-5-4.) Only the Department of Public Safety Certificate of Insurance (WA) filing will be accepted. If this form is not submitted with the application, it must be submitted directly from the insurance company. Faxed copies of this form will be accepted if notary signature and seal can be read (fax to 405-425-2031).
3. **Copy of Lease Agreement on Storage Facility.** (OAC 595:25-5-1 a-3-C) If the storage facility is not owned by the licensee, the owner/operator of such storage facility shall also assume joint responsibility for damages or loss of contents to the vehicle secured during such time as the vehicle is stored at such facility.

The lease agreement must be for least a one (1) year duration, the lessee and lessor must sign the lease agreement and the address of the storage facility must be included on the agreement.

4. **Copy of Incorporation Certificate.** (OAC 595:25-3-4) The Department shall approve any trade name which has been accepted and currently registered with the Secretary of the State of Oklahoma.

We require a copy of the Corporation Certificate or an LLC Certificate be submitted with the original application.

5. **Application Fee.** Submit a \$100 application fee - in the form of a cashier's check, money order or personal check. Do not send cash.

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<http://www.dps.state.ok.us/ws/>