



RECORD/RECEIPT REQUIREMENTS FOR PRIVATE SERVICE BUREAUS

Per Commissioner's Rules and Regulations, Part 77.5, all licensed Private Service Bureaus must:

(a) maintain a book of registry which shall set forth the name, address, services rendered and the cost of services of each person obtaining services for hire. The register shall be subject to inspection by representatives of the Department of Motor Vehicles and police officers;

(b) maintain a form of receipt which shall be the same as the receipt submitted to and approved by the Department of Motor Vehicles;

(c) issue receipts in carbon or computer-generated duplicate, the original to be given to the customer at the time the transaction is made, and the carbon or computer-generated duplicate retained by the Private Service Bureau. (Amended 2/23/11)

(d) The receipt forms shall be numbered consecutively, and in addition, the receipts shall contain:

(1) the name and address of the Private Service Bureau;

(2) the statement, "This is a licensed Private Service Bureau but is not an official agency of the Department of Motor Vehicles, State of New York";

(e) If the business is owned by an individual or a partnership and conducted under an assumed name, the name or names of ownership must be included on the receipt forms directly under the name of the business;

(f) Upon issuing a receipt to a customer, the Private Service Bureau must enter thereon:

(1) the name and address of the customer;

(2) the nature of each service rendered;

(3) the entire amount received from the customer;

(4) the amount paid to the Department of Motor Vehicles for each service rendered;

(5) the amount retained for each service by the Private Service Bureau for its services;

(6) the printed name and signature of the owner, officer or employee performing the services.