

## **MOTOR VEHICLE REPAIR MECHANICS AND DEALERS**

### **Frequently Asked Questions**

#### **MECHANIC**

**1) What are the requirements to become licensed as a mechanic in Hawaii?**

- 1) Minimum of two years of full-time "hands-on" working experience **or** one year "hands-on" experience and either 1) high school training - three full years of training in either automotive repair or body repair, painting and refinishing or 2) two years of training in a trade, technical school, community or 4-year college or in an apprenticeship program; and
- 2) ASE certification in one or more areas.

**2) What documents do I have to submit with my application?**

A copy of current ASE certificate

**3) What if I'm ASE certified in A1 - Engine Repair only. Do I need to be certified to repair a vehicle's brakes?**

Yes. A motor vehicle mechanic shall be limited to the specialties or areas of certification in which the person is certified.

**4) Are there different requirements to be a Motorcycle Mechanic?**

Education and experience is required. One year of vocational or academic schooling **and** one year experience as an apprentice or mechanic's helper or two years of experience. You must also pass the state motorcycle licensing exam.

#### **REPAIR DEALER**

**1) What is required to obtain a repair dealer (RD) license?**

A repair dealer (RD) must have a designated head mechanic. And this repair facility may engage in motor vehicle repairs only in the areas that its designated; full-time mechanic(s) are certified.

The repair dealer's premise must be in a location properly zoned to allow such business by the respective counties.

**2) How do I know if I'm able to conduct motor vehicle repair at this location?**

You must apply for a zoning clearance with the appropriate county agency and make an attestation as to the approval on the Zoning Certification Form (MVR-13) provided before your license will be issued.

**3) If I move my repair facility will the RD license be valid at the new location?**

You must apply for a relocation. The motor vehicle repair dealer's premise shall meet the zoning laws of the applicable county.

**4) I will be selling my business. Can I transfer my RD license to the new owner?**

No motor vehicle repair dealer's registration shall be transferable.

**5) I understand that the repair dealer must post a sign. What does it say?**

This Notice to Customer sign gives notice that any inquiries concerning a service may be made to the Board and informs the customers what they're entitled to.

**6) How do I get this sign? And where do I post it?**

This sign and the dealer's registration certificate must be placed in a manner conspicuous to the public. You can download and print your own on a white paper with blue ink from the Motor Vehicle Repair (MVR) website or call the Licensing Branch at 1-844-808-3222 (DCCA) between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time, and request to have this Notice to Customer sign sent to you.

**7) Does the customer have to be informed of an estimated price for labor and parts prior to proceeding with the job?**

Yes. A written estimate shall be given to the customer prior to commencement of the job. It can be waived with the form: Customer's Waiver of Right to a Repair Estimate. This form can be found on the MVR website.

**8) Can I operate a mobile repair facility?**

Mobile implies that the facility is portable. Mobile repair facilities would not be in compliance with HRS 437-7.5.

**9) Do I need a license if I will be painting and doing body work on vehicles?**

Any person doing business as an auto body shop, auto paint shop, auto glass shop, auto machine shop, radiator shop, or other auto specialty shops shall register with the board as a motor vehicle repair dealer if the person performs work on the motor vehicle involving the removal, replacement, and repairing or modification, or both, of any component of the motor vehicle's engine, automatic transmission, brakes, electrical systems, front and rear suspensions, air-conditioner, and standard transmission and rear axle.

**10) Can I renew my repair dealer license without a designated head mechanic?**

No. The designated head mechanic must have a current registration or certification.

**11) After licensure, how often will I have to renew?**

You will need to renew by June 30 of every odd-numbered year. A notice of renewal will be sent to you approximately two months prior to the renewal.

**12) I did not renew my license on time. Can I restore it?**

Licenses that are not renewed by June 30 of every odd-numbered year become forfeited. A forfeited license may be restored within one year of the forfeiture. To restore a license, you may call the Licensing Branch at 1-844-808-3222 (DCCA) between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time, and request to have a restoration application form sent to you.