



Primary Application (New and Renewal) Checklist

To assist us in providing the fastest review of your application please use this check list to confirm that you have all of the necessary current documents to complete your application. When you have all your documents ready, start your application at sdrm.nastf.org

- Commercial General Liability Insurance**
Primary accounts require at least a 1 million dollar aggregate/\$500,000 per event liability policy. Please note: NASTF's address for the certificate is Wheat Ridge, CO 80033. The COI must be emailed by your insurance agent to COI@nastf.org. Please ask your agent **NOT** to mail a certificate of insurance to NASTF. Your insurance agent must email a new copy when the policy renews or changes.
- Driver's License**
A valid US or Canadian Driver's license from the state or province in which you do business - Clear, color copy required. Temporary Driver's license or any other form of ID is not accepted.
- For Primary Account Business Licenses/Documents**
For California: If operating as an auto repair business in the state of California, it is required to provide a copy of the certificate issued by the California Bureau of Automotive Repair.
For all other states and locksmiths: It is recommended to upload a current dated Certificate of Good Standing from your Secretary of State. These can be obtained in nearly all cases by visiting the Secretary of State website and completing a file download or screen capture. Your state may not require a "General Business License." However, in most states a business must register with the state's Department of Revenue and file a business tax report which would be accepted. If you are a **Sole Proprietorship**, be sure to acquire appropriate permits and licenses to operate legally. These permits/licenses would be accepted as business documents. If you are not required to obtain permits/licenses, you could provide a redacted copy of your current Schedule C (Form 1040), Profit or Loss from Business (Sole Proprietorship) that is signed and dated to confirm document was submitted to the IRS. If a VSP's operation crosses state lines, the business must be properly registered in all states.
- Proof of Ownership/Employment**
The proof of ownership/employment document must confirm that the applicant is the owner or full time (not contract or 1099) employee of the business. W4s and W9s are not accepted. You may upload a current W2 (with the last 4 digits of SSN redacted), a current pay stub or a current dated government business license/document listing the applicant as the owner. Documents cannot be more than a year old. NASTF may request alternate proof of employment documents, such as an employment letter dated and signed by the official HR department of the corporation, identifying the applicant by name, employment dates, and current work location when necessary.
- Locksmith License (if required by State, Province or Municipality)**
If you use registry data to acquire key codes you are a locksmith and in states, counties, and cities that require licensing a locksmith license for the individual applicant must be provided. Your Business Locksmith Certificate will not be accepted. This is required for all states/ provinces and municipalities in which you do business - Service repair providers who **ONLY** use immobilizer codes for repairs are exempt at this time.
- Additional Items.**
 - US -Federal Employer Identification number (FEIN) - Canadians, your Business Number - This number will be entered into your profile for cross-reference with government agencies. Insurance agent name and phone are required - Please enter accurate information to allow NASTF to call and confirm coverage.
 - 2 professional references (not family) individual names and direct phone numbers - Business names or 800 numbers are not accepted as they delay processing your application.
 - Term and Conditions - It is the responsibility of ALL VSPs to understand the rules of the program. They are found at the bottom of every page on the website. Please be certain that you have read them and if you have questions ask <https://support.nastf.org> for assistance. Hours of operation are Monday through Friday, 9:00 AM to 6:00 PM Eastern Standard Time.



Subordinate Application (New and Renewal) Checklist

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- Bonding**
In addition to the Liability policy for the Primary, businesses must carry a minimum \$100,000 employee dishonesty/surety bond for registered sub accounts. In many cases if there are only 1-3 sub accounts it may be more cost effective to register them as primary accounts than pay for a bond. The COI must be updated to include the employee dishonesty bond policy information and emailed by your insurance agent to COI@nastf.org. Please ask your agent **NOT** to mail a certificate of insurance to NASTF. Your insurance agent must email a new copy when the policy renews or changes.
- Driver's License**
A valid US license from the state or province in which you do business - Clear, color copy required. Temporary Driver's license or any other form of ID is not accepted.
- Locksmith License (if required by State or Municipality)**
If you use registry data to acquire key codes you are a locksmith and in states, counties, and cities that require licensing a locksmith license for the individual applicant must be provided. Your Business Locksmith Certificate will not be accepted. This is required for all states/ provinces and municipalities in which you do business - Service repair providers who **ONLY** use immobilizer codes for repairs are exempt at this time.
- Proof of employment**
The primary must attest and document that the employee is a full time (not contract or 1099) employee of the business. The proof of ownership/employment document must confirm that the applicant is the owner or full time (not contract or 1099) employee of the business. W4s and W9s are not accepted. You may upload a current W2 (with the last 4 digits of SSN redacted), a current pay stub or a current dated government business license/document listing the applicant as the owner. Documents cannot be more than a year old. NASTF may request alternate proof of employment documents, such as an employment letter dated and signed by the official HR department of the corporation, identifying the applicant by name, employment dates, and current work location when necessary.

Subordinate accounts are created by the Primary account holder. The primary account holder is responsible for the actions of subordinates. Subordinates **MUST BE** under the direct supervision of the Primary and within a reasonable geographical distance to affect actual oversight.

Sub-Accounts are only available in the US to W2 employees working in the US. All Canadian accounts must be submitted as Primary accounts.