



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

Liability Insurance

Primary accounts require at least a 1 million dollar liability policy with NASTF named as a certificate holder/additional insured. Address for the certificate is 4501 Harlan St. Wheat Ridge, CO 80033
Please ask your agent not to mail a certificate of insurance to NASTF except for notice of cancellation.
VSPs must upload a new copy when their policy renews.

Driver's License

A valid US or Canadian Driver's license from the state or province in which you do business - Please be sure it is legible

Business License/Notice of Good Standing

A current business license for your company. If your State/Province does not provide licenses with expiration please visit your Secretary of State's website and download or screen capture a currently dated notice of good standing. You may also use a copy of your S-22 form with your Federal ID number on it for US VSPs.

Business Card

or letterhead with your name, address and contact information on it.

Locksmith License

If required by your state/province or municipality - Service repair providers do not typically require a locksmith license however if you mention keys, security or locks on your website NASTF will require you to have a license in accordance with most state laws.

You will also need:

Federal Employer Identification number (EIN) - Canadians, your business number
Insurance agent name and phone - Please give your agent permission to allow NASTF to call and confirm coverage
2 professional references direct phone numbers - Business 800 numbers are not accepted as they delay processing your application.

Sub-account requirements

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 is only 1-3 sub accounts it is more cost effective to register them as primary accounts.

Proof of employment

The primary must attest that the employee is a full time (not contract or 1099) employee of the business. This may be done by a letter signed by the principal/HR department or you may upload a W2 or W9. Please redact all but the last 4 digits of the social security number and be sure that the name on the document matches the applicants name.

When you have all of your documents ready start your application at sdrm.nastf.org