



Application for Dealer, Auction, or Manufacturer License and Number Plate(s)

License Number License Year (YYYY)

Any false statement in this application is a violation of the law and may be punished by fine or imprisonment or both.

Motor vehicle dealers must make a minimum of eight sales per year and boat, trailer, and powersport dealers must make a minimum of six sales per year to be eligible for renewal. Boat dealers that are also licensed as boat manufacturers please refer to RSMo 301.550.

Select one type of application: Change/Manage, \* New Application, \* Renewal Application. Note: Per 12 CSR 10-26.230 (2), Effective January 1, 2022, all licensees will be required to apply for licensure or license renewal through the Department of Revenue's electronic online business licensing portal located at mydmv.mo.gov.

Business Information section including Business Name, Contact Person, E-mail Address, Physical Street Address, Telephone Number, City, State, ZIP Code, and Business Hours.

Complete if mail-to address is different than above (requires letter from postal authority).

Mailing Address section including Business Name, Mailing Address, City, State, and ZIP Code (9-digit).

Operation section including Select one type of operation: Boat Dealer, Franchise Motor Vehicle (MV) Dealer, Franchise Powersport Dealer, Manufacturer, Public Motor Vehicle Auctions, Recreational Motor Vehicle Dealer, Trailer Dealer, Used MV, Powersport Dealer, Wholesale Motor Vehicle Auctions, Wholesale MV Dealer.

Unit Type Sold section including Type of units to be sold or manufactured (select all that apply): Boat, Boat Trailer, Classic MV, Emergency Vehicle Only, Historic MV, New ATV, New Motorcycle, New MV, New Personal Watercraft, New RV, Trailer, Used ATV, Used Emergency Vehicle, Used Motorcycle, Used MV, Used Personal Watercraft, Used RV.

Admin Fee section including Fee Collected: Yes/No, How Much?, Banking or Other Financial Institution Routing Number, and Note: Per Section 301.558 RSMo, ten percent of any administrative fee charged by a motor vehicle dealer, boat dealer, or powersport dealer must be remitted to the motor vehicle administration technology fund.

Plate Quantity section including New dealers record estimate annual sales quantities and Based on the type of unit(s) sold above, request the number of plate(s) based on previous sales or sales estimates.

I certify that the plates or permit requested above will be used for a legitimate purpose as prescribed on the reverse side of this application. I further certify that the driveaway license plates or permit being applied for will be used for the following specific purpose(s) (use separate sheet if necessary).

Fees section including Licensure Fees, Plate Fees, and Total Fees (Add licensure and plate fees).

Bond or ILC section including Select One: Bond, Irrevocable Letter of Credit (ILC), Number, Company, and Expiration Date (MM/DD/YYYY).



### Important Instructions to Applicant

Complete each area on the application and submit it with the appropriate fees to Dealer Licensing Section P.O. Box 43, Jefferson City, MO 65105-0043. All illegible, incorrect, or incomplete applications will be rejected. For additional information, visit our website at <https://dor.mo.gov/motor-vehicle/dealers-lienholders/>. You may also visit [mydmv.mo.gov](https://mydmv.mo.gov) to apply online.

A completed Inspection and Certification for Dealer, Auction, or Manufacturer Business License ([Form 5748](#)) must be submitted with this application. This application should only be used for updating a current business license. Per 12 CSR 10-26.230 (2), Effective January 1, 2022, all licensees will be required to apply for licensure or license renewal through the Department of Revenue's electronic online business licensing portal located at [mydmv.mo.gov](https://mydmv.mo.gov).

#### Business Information:

- The complete business name must be shown. A post office box number without a street address will not be accepted as an actual business address. Dealer license plates will be mailed to the business address. Indicate the Secretary of State Registration number if the type of ownership requires registration with the Secretary of State.
- Complete the business name and mail to address if necessary. You must include a letter from the local postal authorities stating they cannot or will not deliver mail to the actual business location. Dealer license plates will not be sent to the mail to address.

#### Operation

- Select one type of operation. See the Dealer Operating Manual for information on the different types of operation.

#### Unit Type Sold

- Select all of the types of units to be sold or manufactured.

#### Administrative Fee

- All motor vehicle, boat, and powersport dealers must declare if an Administrative Fee is charged and, if so, must state how much is collected and must provide banking information. (Reference [Section 301.558 RSMo, 12 CSR 10-26.230 through 12 CSR 10-26.231](#))

#### Plate Quantity

- If you are a new dealer, estimate the annual sales quantities and indicate in the appropriate area. Complete the number of each type of plate you will require.

#### Fees

- Include fees for the type of license requested and for each plate requested on this application. See the Dealer Operating Manual for a complete list of fees.

#### Bond or ILC

- You must have a corporate surety bond or Irrevocable Letter of Credit (ILC) in the amount of \$50,000 or \$100,000. Select the appropriate box. Write the number of the bond or ILC, the company that issued it, and the date it expires.

#### Franchise Trade Name(s)

- If you are a dealer selling new motor vehicles and new powersport units (motorcycles and motor tricycles), you must complete the Franchise Trade Name(s) section listing factory franchise trade names and expiration dates.
- You must attach a copy of the factory franchise agreement.

#### Ownership Information

- Select the type of ownership of the business.
- List each owner, partner, corporate or company officer, and registered agent of the business.
- You must list the social security number, date of birth, and address of all owners.
- Every owner, partner, or principal officer must obtain a "name based" criminal record from the Missouri State Highway Patrol. Visit [machs.mo.gov/MACHSFP/home.html](https://machs.mo.gov/MACHSFP/home.html) to obtain name based criminal records online. An owner, partner, or principal officer residing in another state must obtain a criminal record from the state of his or her residence. All required criminal records must be submitted with your dealer license application.

#### Signature

- The application must be signed by a business owner, partner, or principal officer.

#### Inspection and Certification

- An authorized law enforcement officer or designee must complete Form 5748, Inspection and Certification for Dealer, Auction, or Manufacturer Business License. Dealers selling only emergency vehicles are exempt from this requirement. If the business is located in a first class county (Boone, Buchanan, Camden, Cape Girardeau, Cass, Christian, Clay, Cole, Franklin, Greene, Jackson, Jasper, Jefferson, Platte, St. Charles, St. Francois, St. Louis, St. Louis City, or Taney), an authorized city policeman who is employed in the same city the business is located may complete the inspection. Certifications may not be completed by a sheriff or marshal. (Reference [Sections 301.550 through 301.573, RSMo](#)).

#### Required documents to include:

- Completed Application for Dealer, Auction, or Manufacturer License and Number Plate(s) (Form 4682)
- Inspection and Certification for Dealer, Auction, or Manufacturer Business License ([Form 5748](#))
- Original bond or ILC     Factory Franchise agreement     Criminal records for each owner, partner, or principal officer.
- Current photograph of the bona fide place of business. Include the building, lot, and sign. If it is a temporary sign, include a photograph of the temporary sign and the work order for the permanent sign.
- Copy of the garage liability policy (manufacturers, auctions, and trailer dealers are exempt).
- Copy of your dealer seminar certificate, if applicable.     Manufacturer's letter outlining operation, if applicable.
- One check or money order made payable to the Missouri Department of Revenue if applied by mail.

The applicant may not buy or sell any motor vehicle, powersport unit, trailer, or boat as an auction, dealer or manufacturer until this application has been approved by the Dealer Licensing Section. If the applicant purchases a motor vehicle, powersport unit, trailer or boat before the application is approved, the unit must be titled in the applicant's name and all taxes and fees must be paid. Receipt, by the applicant, of the business certificate or receipt of the dealer license plates constitutes proof of approval. Submission of the application or validation of fees does not constitute proof of approval.

Note: The Department of Revenue may electronically resubmit checks returned for Insufficient or uncollected funds. If you are adding a new type of operation to your current license, please refer to the Dealer Operating Manual on our website at <https://dor.mo.gov/motor-vehicle/dealers-lienholders/> for information on the requirements and fees.