



Missouri Department of Revenue
**Application for Dealer, Auction, or
 Manufacturer License and Number Plate(s)**

Department Use Only	
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. You must make a minimum of six sales per year to be eligible for renewal.

Business Information	Business Name		Doing Business As (DBA)	
	Contact Person		Missouri Secretary of State Registration Number (if applicable)	
	E-mail Address (Will be used for United States Postal Service shipping notification - optional)			
	Physical Street Address		Telephone Number (____) _____ - _____	
	City	State	ZIP Code (9-digit)	County
	Complete if mail-to address is different than above (requires letter from postal authority).			
Business Name				
Mailing Address	City	State	ZIP Code (9-digit)	

Operation	Select one type of operation:
	<input type="checkbox"/> Boat Dealer <input type="checkbox"/> Franchise Motor Vehicle (MV) Dealer <input type="checkbox"/> Franchise Powersport and Motorcycle Dealer <input type="checkbox"/> Manufacturer <input type="checkbox"/> Public Motor Vehicle Auctions <input type="checkbox"/> Recreational Motor Vehicle Dealer <input type="checkbox"/> Trailer Dealer <input type="checkbox"/> Used MV, Powersport and Motorcycle Dealer <input type="checkbox"/> Wholesale Motor Vehicle Auctions <input type="checkbox"/> Wholesale MV Dealer

Unit Type Sold	Type of units to be sold or manufactured (select all that apply):
	<input type="checkbox"/> Boat <input type="checkbox"/> Boat Trailer <input type="checkbox"/> Classic MV <input type="checkbox"/> Emergency Vehicle Only <input type="checkbox"/> Historic MV <input type="checkbox"/> New ATV <input type="checkbox"/> New Motorcycle <input type="checkbox"/> New MV <input type="checkbox"/> New Personal Watercraft <input type="checkbox"/> New RV <input type="checkbox"/> Trailer <input type="checkbox"/> Used ATV <input type="checkbox"/> Used Emergency Vehicle <input type="checkbox"/> Used Motorcycle <input type="checkbox"/> Used MV <input type="checkbox"/> Used Personal Watercraft <input type="checkbox"/> Used RV

Plate Quantity	New dealers record estimate annual sales quantities: _____
	Based on the type of unit(s) sold above, request the number of plate(s) based on previous sales or sales estimates. Motor Vehicle (MV) _____ Boat Trailer _____ Recreational Vehicle (RV) _____ Boat _____ Trailer _____ Powersport (ATV, Motorcycle, Personal Watercraft) _____

Fees	Licensure Fees	Plate Fees	Total Fees (Add licensure and plate fees)
	\$ _____	\$ _____	\$ _____

Bond or ILC	Select One
	<input type="checkbox"/> Bond <input type="checkbox"/> Irrevocable Letter of Credit (ILC)
	Number _____ Company _____ Expiration Date (MM/DD/YYYY) _____/_____/_____

Franchise Trade Name(s)	List factory franchise trade names and expiration dates. You must attach a copy of the franchise agreement (not needed for trailers and ATVs).			
	Make	Expiration Date (MM/YYYY)	Make	Expiration Date (MM/YYYY)
	1. _____	_____/_____/_____	2. _____	_____/_____/_____
	3. _____	_____/_____/_____	4. _____	_____/_____/_____
	5. _____	_____/_____/_____	6. _____	_____/_____/_____

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 [http://dor.mo.gov/forms/Dealer Operating Manual.pdf](http://dor.mo.gov/forms/Dealer_Operating_Manual.pdf). You may also visit <https://mydmv.mo.gov/> to apply online.

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.

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 twenty-five thousand dollars. 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 <https://www.machs.mshp.dps.mo.gov> 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 this section. Dealers selling only emergency vehicles are exempt from this requirement. If the business is located in a first class county (Boone, Buchanan, Camden, Callaway, Cape Girardeau, Cass, Clay, Cole, Franklin, Greene, Jackson, Jasper, Jefferson, Platte, St. Charles, 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)
- 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 http://dor.mo.gov/forms/Dealer_Operating_Manual.pdf for information on the requirements and fees.

Renewal Applicant Information

Missouri Dealer Business License Renewal Checklist

To ensure that your dealer renewal is processed as quickly as possible, please make sure that everything listed below is enclosed when returning your application. Applications can be submitted online by visiting <https://mydmv.mo.gov/> or by mail.

Application for Dealer, Auction, or Manufacturer License and Number Plate(s) (Form 4682):

- Verify all necessary information is completed on the form.
- The application is certified by an authorized law enforcement officer, if applicable (see instructions of form for more information).
- List the quantity of dealer plates and the plate type (motor vehicle, boat, etc.) your dealership wants. Do not exceed the maximum amount allowed.

Criminal Record:

- Missouri owners must obtain a criminal record from the Missouri State Highway Patrol (MSHP). Criminal records can be obtained electronically from the MSHP, printed, and submitted with all other required documentation for licensing. Visit the MSHP website at <https://www.machs.mshp.dps.mo.gov> to obtain your Missouri criminal record.
- Out-of-state owners must obtain a criminal record from their state of residence and provide it with all other required documentation for licensing.

Insurance Policy:

- A copy of your current dealer garage insurance policy bearing the policy number, effective date, expiration date and name of the insurer and insured. This does not apply to trailer dealers or manufacturers.

Fees/Penalties

- A check or money order for the appropriate amount (use fee table below to determine fees):

License fee.	\$150.00 (Motor Vehicle)	\$80.00 (Marine)
First plate/placard.	\$50.00	
Each additional plate/placard.	\$10.50	
Auction fee.	\$200.00	

A \$25.00 penalty is due if the application is postmarked after October 30; a \$50.00 penalty is due if the application is postmarked after December 31.

Bond or Irrevocable Letter of Credit (ILC):

- The bond on file for your dealership must not expire before December 31, of the renewing year.
- If Section 6 of your renewal indicates your existing bond/ILC expires prior to December 31, of the renewing year, submit a Corporate Surety Bond or ILC in the amount of \$25,000 that shows no break in coverage through December 31, of the renewing year. If your bond is non-expiring, no documentation is required.

Location Change:

- Submit a current photograph of the building, lot, and sign, and obtain law enforcement certification of your business. If the photograph includes a temporary sign a work order for a permanent sign must be included with your application.

Not Renewing Business License for 2016

- Return your renewal application and record, "Out of business effective _____."

United States Postal Service (USPS) E-mail Notification

- If you wish to receive e-mail notification from USPS when your dealer license plates are shipped, please print your dealer number and e-mail address and return with your renewal notice:

Dealership Name _____

Dealer Number _____

Mail Address _____

Sign and date the application.