



MISSOURI DEPARTMENT OF
REVENUE
Application for Title Service Certificate of Registration

Visit <https://mydmv.mo.gov/> to renew or apply online.

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

Business Information

Valid only for business address shown below ([Section 301.114 RSMo](#)).

Title Service Name		DBA Name		Person to Contact	
Street Address			City		State ZIP Code +4 _____+_____
Missouri Secretary of State Registration Number (if applicable)			Telephone Number (____)____-_____		County

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

Ownership Information

Type of Ownership
 1. Individual
 2. Partnership
 3. Corporation (State of Incorporation) ____ ____
 4. Limited Liability Company
 5. Other _____

List all owners, partners, or principal offers, attach separate sheet for additional owners if needed.

1. Full Legal Name	Birthdate (MM/DD/YYYY) ___/___/_____	Social Security Number ____-____-____	Telephone Number (optional) (____)____-_____
Street Address		City	State ZIP Code +4 _____+_____

1. Full Legal Name	Birthdate (MM/DD/YYYY) ___/___/_____	Social Security Number ____-____-____	Telephone Number (optional) (____)____-_____
Street Address		City	State ZIP Code +4 _____+_____

1. Full Legal Name	Birthdate (MM/DD/YYYY) ___/___/_____	Social Security Number ____-____-____	Telephone Number (optional) (____)____-_____
Street Address		City	State ZIP Code +4 _____+_____

1. Full Legal Name	Birthdate (MM/DD/YYYY) ___/___/_____	Social Security Number ____-____-____	Telephone Number (optional) (____)____-_____
Street Address		City	State ZIP Code +4 _____+_____

1. Full Legal Name	Birthdate (MM/DD/YYYY) ___/___/_____	Social Security Number ____-____-____	Telephone Number (optional) (____)____-_____
Street Address		City	State ZIP Code +4 _____+_____

Signature

I do solemnly verify that the concern named herein is a bona fide title service business, and that I do have the authority to make the statements contained and to sign this application. I hereby certify under penalty of perjury that all information provided is true and accurate and is made without intent to defraud.

Name of Owner or Officer Listed Above	Title
Signature of Owner or Officer Listed Above	Date (MM/DD/YYYY) ___/___/_____

Important Instructions to Applicant

Complete each area on the application and submit with the appropriate fees to the address listed below if applying by mail, you may also apply and renew online at <https://mydmv.mo.gov/>. All illegible, incorrect, or incomplete applications will be rejected. A title service agent must file a separate application and shall be issued a separate license for each location owned and operated. Renewal applications shall be filed with the Missouri Department of Revenue no later than June 30th each year.

Business Information

- The complete business name and address must be shown

Bond or ILC

- Must have a corporate surety bond in the amount of twenty-five thousand dollars or Irrevocable Letter of Credit (ILC); indicate which by checking the appropriate box. Write the number of the bond or ILC, the company that issued it, and the date it expires.

Ownership Information

- Indicate the type of ownership of the business.
- List each owner, partner, and corporate or company officer of the business.
- You must list the Social Security Number, date of birth, and address of all owners. Telephone number is optional.
- 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.

Fees

- Fees are \$50.00 per title service registration.

Required documents to include with application

- Proof of registration with the Secretary of State; either certificate of incorporation, or fictitious name registration.
- Original Bond or ILC
- Criminal records for each owner, partner, or principal officer
- One check or money order made payable to the Missouri Department of Revenue if applied by mail.

NOTE: The Missouri Department of Revenue may electronically resubmit checks returned for insufficient or uncollected funds.

Whenever a title service agent is no longer entitled to registration pursuant to [Section 301.114 RSMo](#), for whatever reason, the title service agent shall immediately surrender his or her license to the Director of Revenue.

Mail to: Motor Vehicle Bureau
Dealer Licensing Section
PO Box 43
301 West High Street, Room 370
Jefferson City, MO 65105-0043

Phone: (573) 526-3669 Opt. 7
Fax: (573) 522-4197
TTY: (800) 735-2966
E-mail: dealerlic@dor.mo.gov

Visit <http://dor.mo.gov/motorv/>
for additional information.

Form 2509 (12-2017)

