

Dealer Newsletter

November 2025



DEALER RENEWALS

If your dealer, auction, or manufacturer business license expires on December 31, 2025, the renewal deadline is approaching quickly. Renewal applications submitted **after November 3rd** will be considered late and subject to a late fee. **You may not conduct business as a dealer after December 31, 2025, unless your renewal application has been approved.**

Did you know there is a training video on how to apply for a dealer license renewal? Visit [Dealers and Lienholders](#) to view the list of training videos offered by the Department.

Some of the most common reasons applications are rejected include incomplete or missing criminal record check information, business name discrepancies, missing or incomplete garage polices, bond business name does not match your business name and DBA as it appears on your license, and missing inspection or certification information.

If you require additional information or assistance, please contact the Dealer Services Group by e-mail at dealerlic@dor.mo.gov, or telephone at (573) 526-3669, option 7.



DELAYED TITLES

Reminder - If you have a \$100,000 bond filed and are selling a vehicle without a title at the time of sale you must use the Agreement for Delayed Delivery of Certificate of Ownership ([Form 5830](#)) while processing your transaction.

DEALER ADMINISTRATIVE FEE

If your dealership collects an administrative fee, please ensure that the amount has been reported to DOR and that the dealership's ACH information is accurate. Monthly checks are completed to verify the appropriate amounts have been remitted to the DOR.

EMAIL CORRESPONDENCE

When emailing the Dealer Services Group, please include your license number and business name in the subject line. This will help our staff and speed up the response time.

VOIDED TEMPORARY TAG

If you must cancel a temporary registration permit, remember to void the tag out in the Temporary Registration Permit website. Failure to do so could result in a compliance investigation.

PHONE LINES TITLES = OPTION 1

If you have called our Motor Vehicle Bureau within the last month, you may have noticed that our automated phone menu has changed. Option 7 has been moved to the front of the queue to assist dealers and their wait times. You will not have to wait through the phone menu.

If you are calling about a title, please choose option 1. The Dealer Services Group does not handle inquiries regarding titles.

CONTACT US

Missouri Department of Revenue
Dealer Services Group
(573)526-3669 - Option 7
Monday - Friday,
8:00 a.m. to 4:30 p.m.

REMINDERS

- * Don't forget to display dealership dealer plates whenever a dealership owned vehicle is being driven on the roadway.
- * Monthly sales reports are due on or before the 15th of the following month.
- * Maintaining a valid bond without any lapse in coverage is required. Monthly checks are completed by the Department to ensure compliance.
- * Planning on moving your dealership? Please ensure that all steps that are required to move a dealership's location are met, prior to conducting business at the new location.
- * Refer to the [Missouri Dealer and Business Operating Manual](#) for any questions you may have.
- * **Video trainings are available [here](#)** and address multiple functions required by dealers.



OUT OF STATE TITLE WITH SELLER RESIDING IN MISSOURI

When purchasing or taking trade-ins, always compare the state of the owner's residence and the state the vehicle is titled in, if possible. If the two documents do not match, you may want to check with the customer to make sure there are no incumbrances on the title.