

# Dealer Newsletter

October 2025



## TEMPORARY REGISTRATION PERMITS

Reminder: The temporary registration permit configuration changed from 6-digits to 7-digits on June 15, 2025.

The Dealer Notice of Sale Report system does not allow for the new 7-digit configuration.

- If you upload your sales file, do not include temporary permit registration configurations.
- If you use the online Notice of Sale website's 'Submit Single Sale' option, make sure you leave the temporary registration permit number field blank.

The temporary permit registration system (TRPA) used by dealers and license offices for ordering permits and law enforcement for look-up does accommodate the new 7-characters.

## 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.

## DEALER RENEWALS

If you wish to renew your license, online renewals have opened and are required to be turned in by November 3, 2025.

Do you have multiple files that need to be uploaded into one section of your renewal? Is the size of your file too large to upload to our website? Are your files not in .PDF or .TIF format? Search "File Combiner", "File Compressor", or "File Converter"? These are multiple free tools to help combine, shrink, and/or change the files to the correct format for you.



## 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.

## 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.

## 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.

## 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.

## TRAILER DEALER ADMIN FEE

Effective August 28, 2025, trailer dealers may begin charging an administration fee of up to \$604.47, per sale. If charging the fee, you must remit 10% of the fees collected to the Motor Vehicle Administrative Technology Fund. You must also ensure that the administrative fee is disclosed on the contract or retail buyers order for the customer.

To charge the admin fee you will be required to make changes to your current license. There will be a grace period until October 31, 2025. After this date, changes will only be permitted between February 1 and April 30 each year.

To make changes to your account you will need to access your My DMV account or complete an Application for Dealer, Auction, or Manufacturer License and Number Plate(s) ([Form 4682](#)) indicating the change and addition to the admin fee.

## DELAYED TITLES

If you have a \$100,000 bond filed and are needing delayed titles, remember you must use the Agreement for Delayed Delivery of Certificate of Ownership ([Form 5830](#)) while processing your transaction.

## 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.