

TITLE 12—DEPARTMENT OF REVENUE
Division 10—Director of Revenue
Chapter 26—Dealer Licensure

12 CSR 10-26.030 License Renewal

PURPOSE: This rule sets forth the procedures for renewing dealer licenses.

(1) Renewal applications will be mailed by the department to the registered business address of the licensee at least ninety (90) days before the date of license expiration.

(A) Renewal applications received by the department less than sixty (60) days prior to the license expiration date must include an additional twenty-five dollar (\$25) processing fee. New applicants who are approved during the last ninety (90) days of the licensure period are not subject to the twenty-five dollar (\$25) additional processing fee at the time of renewal.

(B) Applications received after the license expiration date must include a fifty dollar (\$50) late fee.

(2) The department will mail all licenses issued to the registered business address of the licensee. The licenses must be prominently displayed at the place of business.

(3) For renewal of a license of a motor vehicle dealer, an applicant must submit all previous monthly sales reports that document at least eight (8) sales made during the last year licensed, if the applicant was licensed for the full calendar year. For licensure of less than one (1) year, the department will prorate the eight (8) sales requirement provided in section 301.550, RSMo, by requiring two (2) sales for each full three- (3-) month period licensed.

(4) For renewal of a license of a boat dealer, an applicant must submit all previous monthly sales reports that document at least six (6) sales made during the last year licensed, if the applicant was licensed for the full calendar year. For licensure of less than one (1) year, the department will prorate the six (6) sales requirement provided in section 301.550, RSMo, by requiring one (1) sale for each full two- (2-) month period licensed.

*AUTHORITY: sections 301.550, 301.553, 301.559, and 301.560, RSMo Supp. 2024. * Original rule filed Nov. 1, 1999, effective May 30, 2000. Amended: Filed March 31, 2025, effective Sept. 30, 2025.*

**Original authority: 301.550, RSMo 1988, amended 1993, 1997, 2002, 2007, 2017, 2018, 2021; 301.553, RSMo 1988, amended 1989, 1993, 1995, 1997, 2018; 301.559, RSMo 1988, amended 1993, 1997, 2012, 2016, 2018; and 301.560, RSMo 1988, amended 1989, 1993, 1995, 1997, 2002, 2006, 2007, 2010, 2012, 2018, 2019, 2020.*