



APPLICATION FOR DEALERSHIP LICENSE

As part of the approval process for a Dealer License, section 6312 of Title 21 of the Delaware Code requires that the Division of Motor Vehicles determine whether or not the applicant is of good character and has complied with and will comply with the laws of this state and other states. The Division makes this determination by reviewing each application in its entirety, as well as a criminal background check for each applicant.

Please note that it is incumbent on the applicant to ensure that their application and background meet the standards set forth by the Code. Accordingly, the applicant assumes the risk that their application may not be approved if they fail to meet these standards. There will be no reimbursement for any monies expended in connection with the application process if the application is denied.

Date of Application: _____ Dealer Number Assigned by DMV: _____

1. Dealership Name: _____

2. Dealership Phone Number: _____

3. Dealership Address: _____

City: _____ State: _____ Zip: _____

Dealership email address _____

4. Type of Dealership: **(Check One)**

New Wholesale Mobile Home

Auction Motorcycle/Moped Re-possessor

Recycler/Salvage Trailer Used

A Copy of the Lease agreement must be submitted with application.

5. List Name, Home Address, Birth Date, and Driver License number of **All Owners, Partners, and Managers**, if business is not a corporation. Principal Officers, if business is a corporation. Note: Delaware driver's license must be valid for 90 days prior to application date for all owners of used/wholesale vehicle dealers. If more than three (3) spaces are needed for owner information, please make copies of this page and attach to application.

A. Name: _____ Title: _____

Home address: _____

Home Phone NO: _____ Driver's License No./State: _____ DOB: _____

B. Name: _____ Title: _____

Home address: _____

Home Phone NO: _____ Driver's License No./State: _____ DOB: _____

C. Name: _____ Title: _____

Home address: _____

Home Phone NO: _____ Driver's License No./State: _____ DOB: _____

All Delaware residents are required to provide a copy of their criminal history for all owners and officers of the dealership. Residents of Delaware that have been in the State for less than two (2) years must attach a state certified criminal history from their last state of residency in *addition* to their Delaware criminal history. Nonresidents must provide a state certified criminal history for owners and officers from their current state. The Delaware criminal history may be obtained from the Delaware State Bureau of Identification, 655 Bay Rd., Dover, Delaware 19901 (800-464-4357). There is a charge for this service.

6. Have any of the individuals names in Section 5:

YES ___ NO ___ (a) been convicted of an offense other than a traffic violation?

YES ___ NO ___ (b) been subject to any disciplinary action, past or pending, by any administrative, governmental or regulatory body?

YES ___ NO ___ (c) been charged with a violation of any statute, rule, regulation or ordinance of any municipal, administrative, regulatory or other governmental body?

YES ___ NO ___ (d) do any of the above named individuals owe taxes or obligation to the State of Delaware?

Please provide explanation for any of the above questions that are answered "Yes".

7. Complete the following for anyone in Section 5 who has been previously employed in vehicle sales:

| | | | |
|------------------|----------------|-------|-------------------------|
| Name of Employee | Name of Dealer | State | Date Employed (from-to) |
|------------------|----------------|-------|-------------------------|

| | | | |
|------------------|----------------|-------|-------------------------|
| Name of Employee | Name of Dealer | State | Date Employed (from-to) |
|------------------|----------------|-------|-------------------------|

| | | | |
|------------------|----------------|-------|-------------------------|
| Name of Employee | Name of Dealer | State | Date Employed (from-to) |
|------------------|----------------|-------|-------------------------|

8. List the Name of References, Business or Personal (must be an individual, non-relative and not a co applicant).

a.

| | | |
|------|---------|-----------|
| Name | Address | Telephone |
|------|---------|-----------|

b.

| | | |
|------|---------|-----------|
| Name | Address | Telephone |
|------|---------|-----------|

A Delaware Division of Motor Vehicles' Dealer Procedural Manual can be found at www.dmv.de.gov, click on "Forms" and "Manuals". This manual is supplied to make you aware of the laws, regulations and other requirements that govern vehicle dealers. Dealership owners must be knowledgeable of its contents. Failure to comply with Delaware law and Division of Motor Vehicles rules and regulations may result in your license being suspended. The following are critical items.

1. All dealership records are to be retained for **five (5) years** and must be available for inspection during business hours.
2. The Division must be notified **immediately** of any changes in the business including relocation, telephone numbers, officer/owner names, addresses, etc.
3. A dealer must receive authorization from the Division before issuing a second temporary registration plate to the same vehicle.
4. A dealer must witness proof of **valid liability insurance and driver's license** before issuing a temporary registration.
5. Upon issuing a temporary registration, the dealer is required to submit the application for title for any Delaware-registered vehicle within **30 days** of the date of delivery.
6. Dealer Plates can only be used on vehicles **owned** by the dealership and a written log of their usage must be maintained.
7. A dealer **must** disclose to a buyer if a vehicle title is or will be branded as **reconstructed, flood-damaged, salvage or previous taxi**. Disclosure forms can be obtained from any Division of Motor Vehicles facility.
8. The dealership must hold a valid Delaware Division of Revenue business license.
9. A Completed Federal Trade Commission Buyer's Guide **must** be displayed on a side window of all used cars and trucks with a GVWR less than 8,500 pounds. Motorcycles are exempt.
10. The Division **must immediately** be notified of any vehicle received by the dealership for resale (Dealer's Notification of Used Vehicles Received- MV60 form). Forms are now available on dealers.dmv.de.gov, where you can **submit your MV60 electronically**, or any Division of Motor Vehicles facility.
11. A dealer must comply with the terms of all warranties or guarantees.
12. A dealership owner (except new vehicle dealerships) must be a Delaware resident.
13. A dealership may be held responsible for the acts of its sales people as well as its principal members.
14. Wholesale dealers may **NOT** 1) sell or exchange vehicles with a retail buyer 2) buy, sell or exchange new vehicles and 3) sell vehicles on consignment.

CERTIFICATION OF DEALER RESPONSIBILITIES AND REQUIREMENTS

In submitting this application for the Division of Motor Vehicle's consideration, I/we certify that all motor vehicles or trailers owned by this dealership or under its control will be continuously covered by liability insurance in the minimum amounts required under the Delaware Financial Responsibility Law.

I/we understand Delaware law requires dealers to allow full and free access to all dealership books and records pertaining to the purchase or sale of any motor vehicle or trailer by the dealership. Access shall be granted during regular business hours to duly authorized representatives of the Division of Motor Vehicles, Attorney General's Office or law enforcement officers.

