APPLICATION FOR DEALER'S LICENSE

North Dakota Department of Transportation, Motor Vehicle Division
SFN 2932 (Rev. 04-2011)

MOTOR VEHICLE DIVISION
ND DEPT OF TRANSPORTATION
608 E BOULEVARD AVE
BISMARCK ND 58505-0780
Telephone (701) 328-2725
Fax (701) 328-0314

TYPE OF APPLICATION: ☐ RENEWAL ☐ INITIAL

*As authorized by NDCC 39-22-14 the applicant shall provide the business's federal employer identification number or, in the case of an applicantion from an individual, social security number.

Dealer Number	Owner/Manager	Yr. to Lic. for (MVD Use Only)
Dealership Name	Contact Name (if different from Owner/Mgr.)	Fed. ID No. or Soc. Sec. No.*
Mailing Address	Street Address/Highway Location (if different from mailing address)	
City / State / Zip Code	City / State / Zip Code	
NEW VEHICLE DEALERS - - - Dealership is franchised for the following vehicles: _____ _____	Main Business Phone Number / Cell Phone Number	Emergency Phone Number / Fax Number

SEE REVERSE SIDE OF THIS FORM FOR THE USE OF DEALER PLATES.

The following seven requirements are for NEW & USED VEHICLE DEALERS.

1. The business and display lot cover at least 2500 sq. ft..
2. The office is adequately heated and lighted to be comfortable for customers and employees and it is equipped with standard office equipment necessary for the conduct of the business.
3. All records of the business are kept within the business.
4. The business has a telephone publicly listed and the dealership is open to the public during normal working hours.
5. The dealership must display a sign at least 32 sq. ft. in size which must contain the name of the dealership in letters at least ten inches high, and be clearly visible from the street.
6. The dealership will continue to have garage liability insurance.
7. All secondary lots must be within 5 miles of the established business, display a sign at least 32 sq. ft. in size, contain the name of the dealership in letters at least 10 inches high, and be clearly visible from the street.

NOTE: NEW and USED MOTOR VEHICLE dealers must have a permanent place of business with an office containing the records necessary to conduct the business. MOTOR-POWERED RECREATIONAL VEHICLE DEALERS must have a permanent place of business containing the records necessary to conduct the business and a service and repair facility.

INSTRUCTIONS FOR SCHEDULE OF FEES (BELOW): 'X' the first column to indicate the type of dealer's license for which you are applying. On the same line across, and in the appropriate places, indicate the number of dealer plates or decals you wish to purchase in addition to any that may be included with the Dealer License Fee. Multiply the number of dealer plates you are ordering by the fee and total the fees in the "Fees Remitted" column. Make your check payable to the "DEPARTMENT OF TRANSPORTATION".

X	TYPE OF DEALER'S LICENSE APPLIED FOR	Bond Required	Dealer License Fee	DEALER LICENSE PLATE First Plate	DEALER LICENSE PLATE Additional Plates Large	Additional Plates Small	Additional Plates Fee Each	Initial Inspection Fee ***	FEES REMITTED
	NEW MOTOR VEHICLE DEALER	Yes	$100.00	1 Included			$20.00	$100.00	
	USED MOTOR VEHICLE DEALER	Yes	$100.00	1 Included			$20.00	$100.00	
	MOTOR-POWERED RECREATIONAL (MPR) VEHICLE DEALER	Yes	$25.00	1 Included	N/A		$10.00	$50.00	
	TRAILER DEALER	Yes	$30.00	1 Included		N/A	$10.00	N/A	
	MOBILE HOME DEALER	Yes	$35.00	1 Included		N/A	$10.00	N/A	
	LOW SPEED VEHICLE DEALER PLATE (No license issued)	No	$20.00	1 Included	N/A		$20.00	N/A	
							TOTAL		

* * BOND REQUIRED COLUMN - Yes * * indicates a bond must be mailed with the application, unless it is already on file with the Dept. of Transportation.

* * * INSPECTION FEE is NON-REFUNDABLE and is required only on an initial application for dealer's license.

As authorized agent of this dealership, I am applying for the dealer's license as indicated above. Operations of the dealership will comply with all provisions of Title 39 of the North Dakota Century Code. To the best of my knowledge, all information provided above is true and correct.	Authorized Agent X	Date

The following is to be completed by a Motor Vehicle Representative (for initial applications only):

1. Has this location been inspected? ☐ Yes ☐ No	If Yes, Date of Inspection
2. Did this dealership pass inspection? ☐ Yes ☐ No	Comments

APPROVAL

Motor Vehicle Representative X	Date	Director, Motor Vehicle Division X

GUIDELINES FOR DEALER PLATE USAGE

PERMITTED USAGE:

A. LARGE NEW OR USED DEALER PLATES MAY BE USED:

1. By the dealership owner, the spouse of the dealership owner, and family members of the dealership owner who reside at the dealer's residence.
2. By sales personnel and other employees of the dealership who are authorized the use of a dealership vehicle by the dealership owner.
3. On vehicles used to tow another vehicle, or a trailer transporting not more than three vehicles, provided the other vehicle(s) are owned by the dealership, are for sale to the public, and are being transported to or from the point of purchase or sale.
4. On vehicles owned by the dealership and used to tow a trailer transporting recreational vehicles (boats, ATVs, etc.), provided the recreational vehicles are for personal use and not part of a business or commercial operation.

Permitted dealer plate use includes incidental personal use including, but not limited to, transporting family members, personal (non-business) travel, and other uses authorized by the dealership owner and not otherwise prohibited in these guidelines.

PROHIBITED USAGE:

A. DEALER PLATES MAY NOT BE USED:

1. On service vehicles, including:
   a. Tow trucks used for customer service.
   b. Vehicles used for service or delivery.
   c. Vehicles used for farming or other business purposes.
   d. Courtesy vehicles.
2. On sold units in a customer's possession.
3. By family members not residing at the dealer's residence, including children attending college away from home.
4. On vehicles used by individuals not directly involved in the daily operation of the dealership including:
   a. Family members, other than the spouse of the dealership owner, residing at the dealer's residence but employed elsewhere.
   b. Silent partners not involved in the daily operation of the dealership.
   c. Vehicles loaned for promotional purposes.
5. Vehicles being leased or rented.
6. Vehicles used to tow trailers that are transporting vehicles that are part of another business or commercial operation, including transporting race cars or other vehicles used for paid competitive purposes.