

APPLICATION FOR DEALER'S LICENSE

North Dakota Department of Transportation, Motor Vehicle
SFN 2932 (8-2023)

MOTOR VEHICLE DIVISION
ND DEPT OF TRANSPORTATION
608 E BOULEVARD AVE
BISMARCK ND 58505-0780
Telephone (701) 328-2725
Website: <https://dot.nd.gov>

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 application from an individual, social security number.

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

Established place of business requirements for 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 at one established place of 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. (For new and used motor vehicle dealers only)
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.
8. Applicants who made less than eight retail motor vehicle sales during the previous year will not be renewed. (For new and used motor vehicle dealers only)

NOTE: New and Used Motor Vehicle, Trailer, and MPR vehicle dealers must maintain an established place of business and retain all records at that location.

MPR vehicle dealers must have a service/repair area.

Mobile Home and Manufactured Home dealers must have an established place of business and an adequate service department.

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			***Initial Inspection Fee	FEES REMITTED	
				First Plate	Additional Plates				
					Large	Small			Fee Each
	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	\$100.00	
	MOBILE HOME AND MANUFACTURED 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	
	SECONDARY DEALER LOT	Address:					N/A	\$100.00	
** 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.								TOTAL	

Authorized Agent Printed	Authorized Agent Signature	Date
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As an authorized agent, I am applying for the dealer's license as indicated above. I have received, reviewed, and will comply with all provisions of Title 39 of the North Dakota Century Code that pertains to my dealership type(s). To the best of my knowledge, all information provided above is true and correct.

The following is to be completed by a Motor Vehicle Representative (for initial applications only)		
1. Has this location been inspected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Date of Inspection
2. Did this dealership pass inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments
Motor Vehicle Representative	Signature	Date

The following is a breakdown of which Dealer License can sell what types of vehicles while qualifying for the dealer resale tax exemption

New Dealer License:

New Motor Vehicles (with franchise agreements), Used Motor Vehicles, Trailers (with the exception of Travel Trailers), Motorcycles, UTVs, ATVs, Mopeds, Unconventional Vehicles, Snowmobiles, and Low Speed Vehicles.

Used Dealer License:

Used Motor Vehicles, Trailers (with the exception of Travel Trailers), Motorcycles, UTVs, ATVs, Mopeds, Unconventional Vehicles, Snowmobiles, and Low Speed Vehicles.

Motor-Powered Recreational:

Off-Highway Vehicles (UTVs, ATVs, Mopeds, Dirt Bikes, Snowmobiles), Unconventional Vehicles, Motorcycles, and Low Speed Vehicles

Trailer Dealer License:

All Trailers (with the exception of Travel Trailers), and Low Speed Vehicles

Motor Home License:

Motor Homes, Mobile Homes, Manufactured Homes, and Travel Trailers (includes Horse Trailers with living quarters), and Low Speed Vehicles.

Low Speed:

Low Speed Vehicle