



# ***Business Licensing***



# ***Packet***

## **Vehicle Dealer License Application Instructions**

Thank you for your interest in obtaining a Maryland Vehicle Dealers License. It is our intent to help you obtain your license as quickly as possible. If assistance is needed, please e-mail the Maryland Department of Transportation Motor Vehicle Administration Business Licensing Division at [MVABLDISD@MDOT.MARYLAND.GOV](mailto:MVABLDISD@MDOT.MARYLAND.GOV). To obtain a Maryland dealer packet, you may visit the Business Licensing information website at [www.mva.maryland.gov](http://www.mva.maryland.gov). For more information on state and local licensing requirements, visit [www.dsd.state.md.us](http://www.dsd.state.md.us) for Code of Maryland Regulations (COMAR) and Maryland Vehicle Law is available online at <https://lawlib.state.md.us>. Note: Failure to complete the application and submit the required documents will result in your application being rejected.

### **Getting Started**

You will need to obtain the following to start the application:

- Application for Vehicle Dealers License (CS-042). Make sure the application is completed in its entirety.
- Form CP-575 from IRS issuing FEIN or EIN number to business.
- Criminal Background Check Authorization (CS-011). All applicants/licenseses must submit a Criminal Background Check. If you currently live or have lived in another state within the last year, you must provide a criminal record from that state in addition to the Maryland record check.
- Zoning Approval Form (CS-053) – This form must be presented to the Zoning Board in the County/City where your business is located. A representative of the Zoning Board must complete the lower portion of the form.
- Department of Assessment and Taxation – Form/letter that verifies you are registered to do business in the State of Maryland using the name(s) indicated on your application. Both your corporate and trade names must be registered. The Department of Assessment and Taxation is located at 301 W. Preston Street, Baltimore, Maryland 21201. You may contact them by telephone at 410-767-1330, 1331, or 1332 or visit their website at <https://dat.maryland.gov/Pages/sdatforms.aspx>
- Repair Facility Contract (CS-125). If you do not have a repair facility at the location where you will be licensed, you must provide a contract with a repair facility within 5 miles of your dealership. The contract must include Maryland State Police Inspection if applicable.
- Once we have received your completed application and the other required documents above, we will assign an inspector to your application. The inspector will contact you to set up a time to come inspect your property. If you would like to inquire on the status of your application, you can reach the Business Licensing office by phone at 410-787-2952 or email at [MVABLDISD@MDOT.MARYLAND.GOV](mailto:MVABLDISD@MDOT.MARYLAND.GOV).
- You will also be receiving an email assigning you a date to complete Dealer Orientation. You must complete orientation as part of the licensure process. The orientations are held monthly from 9:00a.m. to 12:00 p.m. at the discretion of the Administration. If you are unable to attend the date that you are assigned, please contact our office by phone at 410-787-2952 or email at [MVABLDISD@MDOT.MARYLAND.GOV](mailto:MVABLDISD@MDOT.MARYLAND.GOV) so we can reschedule for the next available orientation.

You may submit your application via our e-Services business portal at <https://mymva.maryland.gov/TAP/Bus/>.

1. You will “Create a New e-Services Account”.
2. Once you have created the account, you will then be able to log into the e-Services portal and apply for a dealership by clicking “More”.
3. You then will choose “Register a Business License”.
4. You then choose “Register a Dealership”. You will be able to upload all the applicable documents, under this application.
5. Be certain to make note of your Confirmation number that will be given to you at the end of the submission.

You may also submit your application via the mail by sending to:

MDOT MVA  
Business Licensing Room 146  
6601 Ritchie Highway, NE  
Glen Burnie, Maryland 21062

### **Next Steps**

Once your business has passed the inspection process, you will need to complete the following steps and pay the appropriate fees:

- ERT Contract. All new licensees are required to contract with an Electronic Registration and Titling (ERT) provider. A copy of the ERT contract is required to be submitted to our office. For vendor information please visit [www.mva.maryland.gov/Business-Services/ert.html](http://www.mva.maryland.gov/Business-Services/ert.html).
- Surety Bond of Vehicle or Trailer Dealer (CS-067A). The bond required is based on the number of the vehicles you sold or is projected to be sold. If you need clarification on how much of a bond to obtain, please contact the Business Licensing office. The bond must be in the full name of the dealership including trade name or doing business as name. It must reflect the full name of all officers, partners, or owners exactly as shown on the application. The bond must also be signed by all officers, partners, or owners.
- Liability Insurance. You must submit a Certificate of Insurance to show proof of Liability Insurance.
- Workers’ Compensation. If you have Workers’ Compensation Insurance, you must submit a Certificate of Insurance to show proof of Workers’ Compensation Insurance. If you are claiming an exception from providing Worker’s Compensation Insurance for your employees, please contact the Worker’s Compensation Office at 410-864-5100 or visit their website at [www.wcc.state.md.us](http://www.wcc.state.md.us) to obtain information and the appropriate forms for businesses who do not provide this type of coverage.
- Traders License. A copy of the trader’s license obtained from the Circuit Court in the jurisdiction where your business is located is required.
- Use and Occupancy Permit. Is required by applicants using a trailer as an office.
- Franchise Approval from Manufacturer. New Vehicle Dealers must provide verification of franchise agreements from each manufacturer. A manufacturer must also be licensed with the MDOT MVA to have its products sold by a dealer in the State of Maryland.
- New Vehicle Certification Form (CS-22). This form defines certain relationships with the manufacturers that cannot be licensed as dealers in Maryland.

You may upload the additional documents via your e-Services Portal or mailing them in at the address located on the middle of the page. Any questions can be directed to the Business Licensing office by phone at 410-768-2952 or email at

[MVABLDISD@MDOT.MARYLAND.GOV](mailto:MVABLDISD@MDOT.MARYLAND.GOV).



**Application for Vehicle Dealer's License**

|   |   |   |  |
|---|---|---|--|
| <b>Type of Dealership</b><br><input type="checkbox"/> Used Car<br><input type="checkbox"/> New Car<br><input type="checkbox"/> Motorcycle<br><input type="checkbox"/> Traller over 15 feet<br><input type="checkbox"/> Boat Trailer/Trailer < 15 ft<br><input type="checkbox"/> Emergency Vehicle<br><input type="checkbox"/> Wholesale | <b>Type of Application</b><br><input type="checkbox"/> Renewal Application<br><input type="checkbox"/> Original Application<br><input type="checkbox"/> Additional Location<br><input type="checkbox"/> Change of Address<br><input type="checkbox"/> Change of Ownership | <b>Type of Ownership</b><br><input type="checkbox"/> Corporation<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Close Corporation<br><input type="checkbox"/> LLC<br><input type="checkbox"/> Individual Owner | Dealer's Lic. # _____<br>Expiration Date _____<br>License Control Number _____ |
|---|---|---|--|

Company Name (include trade name) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Hours \_\_\_\_\_

Employer ID Number (FEIN) \_\_\_\_\_ Current Trader's License Number \_\_\_\_\_

Email Address \_\_\_\_\_

Primary Contact (The information will be used for all MVA Business Licensing related matters)

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**List all owners, partners or officers of the corporation below. Indicate which receives the Gratis Salesman License.  
Note: One Gratis Salesman's License is issued per dealer license fee paid.**

Name of Owner, Partner or Officer \_\_\_\_\_ Social Security Number \_\_\_\_\_ Position \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Street Address (Home) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Name of Owner, Partner or Officer \_\_\_\_\_ Social Security Number \_\_\_\_\_ Position \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Street Address (Home) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Name of Owner, Partner or Officer \_\_\_\_\_ Social Security Number \_\_\_\_\_ Position \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Street Address (Home) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

**Other than those listed above, list all that have direct or indirect financial interest in this dealership. Please attach additional statements if more space is required.**

First, Middle, and Last Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Street Address (Home) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

First, Middle, and Last Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Street Address (Home) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

List all places for storage \_\_\_\_\_

List makes of vehicles for which your dealership holds a franchise.

YES NO

1. Do you operate a repair facility at this location? If no, please attach a completed Service Shop Contract (Form CS-125).

2. Have you ever been licensed as a vehicle dealer, salesman, a title service agent in Maryland or any other state?

If yes, Person Licensed \_\_\_\_\_  
Name of Business \_\_\_\_\_ Type of license \_\_\_\_\_  
License number \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_  
Submit additional information on separate sheet.

3. Are any administrative actions, including suspension, revocation, refusal or fines pending against any license you have ever held?  
NOTE: This does not include your personal driver's license.

If yes, Business \_\_\_\_\_ Licensee \_\_\_\_\_  
Type of license \_\_\_\_\_ License number \_\_\_\_\_  
State \_\_\_\_\_ Expiration \_\_\_\_\_ Date of action \_\_\_\_\_  
Submit additional information on a separate sheet.

4. Has any business license you have held in Maryland or any other state been suspended, revoked, or refused?  
NOTE: This does not include your personal driver's license.

If yes, Business \_\_\_\_\_ Licensee \_\_\_\_\_  
Type of license \_\_\_\_\_ License number \_\_\_\_\_  
State \_\_\_\_\_ Expiration \_\_\_\_\_ Date of action \_\_\_\_\_  
Submit additional information on separate sheet.

5. Have any of the owners, management personnel, or any other person who shall have a financial interest, either direct or indirect in the business, ever been convicted of a crime other than a traffic violation? If yes, give details in a separate statement as to date(s).

6. Do any of the persons listed on this application have a financial interest, either direct or indirect, with any other new car, used car, motorcycle, trailer, or wholesale dealer in this state? If yes, please give details in a separate statement.

7. Are you currently employed with a Maryland State Government Agency? If yes, what Agency? \_\_\_\_\_

8. Was a dealership at this location previously? If yes, please provide information. \_\_\_\_\_

**Insurance Information**

9. Surety Bond Insurance Company \_\_\_\_\_ Policy/Binder # \_\_\_\_\_ Agent \_\_\_\_\_

10. Do you provide Worker's Compensation? If no, attach copy of your exemption certificate.

Insurance Company \_\_\_\_\_ Policy/Binder # \_\_\_\_\_ Agent \_\_\_\_\_

11. Do you provide mechanical repair contracts or extended warranties? If yes, as required by law, I have secured a reimbursement insurance policy as follows.

Insurance Company \_\_\_\_\_ Policy/Binder # \_\_\_\_\_ Agent \_\_\_\_\_

12. Number of tags requesting \_\_\_\_\_ Number of Salesman Employed \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy/Binder # \_\_\_\_\_ Agent \_\_\_\_\_

13. Please list number of vehicles sold during the previous year. Retail \_\_\_\_\_ Wholesale \_\_\_\_\_

If an original application, projected number of vehicles to be sold in the next 12 months. \_\_\_\_\_

14. For renewals, please list number of dealer tags assigned to dealership. \_\_\_\_\_

**Certification**

All willful misinformation provided with fraudulent intent may be prosecuted under Maryland Law. I solemnly affirm under penalties of perjury and upon personal knowledge the contents of the foregoing document is true and correct. This dealership meets the location requirements and I/we understand the titling and registration, insurance, inspection, and dealer licensing provisions set forth in Maryland Vehicle Law and pertinent Motor Vehicle Administration regulations.

Name of Dealership \_\_\_\_\_

\_\_\_\_\_ by \_\_\_\_\_  
Date Applicant Signature Capacity Printed Name

\_\_\_\_\_ by \_\_\_\_\_  
Date Applicant Signature Capacity Printed Name

\_\_\_\_\_ by \_\_\_\_\_  
Date Applicant Signature Capacity Printed Name

(All owners and corporate officers are required to sign.)

**For MVA Use Only**

Date \_\_\_\_\_  CV  CK  C

Site Inspection \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_ Investigator Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Application \_\_\_\_\_ Accepted \_\_\_\_\_ Rejected (see Attached) Representative Printed Name \_\_\_\_\_ Date \_\_\_\_\_



Apply to register to vote with your driver's license transaction. For details ask your customer service representative.



Motor Vehicle Administration  
6601 Ritchie Highway, N.E.  
Glen Burnie, Maryland 21062

**BOND REQUIREMENTS AND LICENSE FEES**

| License Type | Number of Vehicles Sold | Amount    |
|--------------|-------------------------|-----------|
| New Vehicle  | 1-500                   | \$50,000  |
|              | 501-1,000               | \$75,000  |
|              | 1,001-2,500             | \$100,000 |
|              | Over 2,500              | \$300,000 |
| Used Vehicle | 1-250                   | \$15,000  |
|              | 251-500                 | \$25,000  |
|              | 501-1,000               | \$35,000  |
|              | 1,001-2,500             | \$50,000  |
|              | Over 2,500              | \$150,000 |
| Wholesale    | 1-250                   | \$15,000  |
|              | 251-500                 | \$25,000  |
|              | 501-1,000               | \$35,000  |
|              | 1,001-2,500             | \$50,000  |
|              | Over 2,500              | \$150,000 |

| License Type    | Number of Vehicles Sold | Amount    |
|-----------------|-------------------------|-----------|
| Trailer Boat    |                         | \$5,000   |
| Trailer         | Under 15 feet           | \$5,000   |
|                 | Over 15 feet            | \$15,000  |
| New Motorcycle  | 1-500                   | \$50,000  |
|                 | 501-1,000               | \$75,000  |
|                 | 1,001-2,500             | \$100,000 |
|                 | Over 2,500              | \$300,000 |
| Used Motorcycle | 1-250                   | \$15,000  |
|                 | 251-500                 | \$25,000  |
|                 | 501-1,000               | \$35,000  |
|                 | 1,001-2,500             | \$50,000  |
|                 | Over 2,500              | \$150,000 |

| License Type  | Number of Vehicles Sold | Amount    |
|---|-------------------------|-----------|
| New Emergency   | 1-500                   | \$50,000  |
|   | 501-1,000               | \$75,000  |
|   | 1,001-2,500             | \$100,000 |
|   | Over 2,500              | \$300,000 |
| Used Emergency  | 1-250                   | \$15,000  |
|   | 251-500                 | \$25,000  |
|   | 501-1,000               | \$35,000  |
|   | 1,001-2,500             | \$50,000  |
|   | Over 2,500              | \$150,000 |
| Title Service   | N/A                     | \$50,000  |
| Manufacturer, Second Stage Manufacturer, Distributor, or Factory Branch License | 1-50                    | \$25,000  |
|   | 51-500                  | \$50,000  |
|   | 501-10,000              | \$100,000 |
|   | Over 10,000             | \$300,000 |

**LICENSE ISSUANCE AND INTERCHANGEABLE TAG REGISTRATION FEES**

| Type of Business  | Two (2) Year Licensing Fee (New and Renewal) | Two (2) Year Interchangeable Tags (New and Renewal) |
|---|--|---|
| New Vehicle Dealer  | \$450.00                                     | \$100.00  |
| Used Vehicle Dealer   | \$450.00                                     | \$100.00  |
| Wholesale Vehicle Dealer  | \$450.00                                     | \$100.00  |
| Motorcycle Dealer   | \$270.00                                     | \$50.00   |
| Emergency Vehicle Dealer  | \$450.00                                     | \$100.00  |
| Trailer Dealer<br>- Boat Trailers<br>- Trailers less than 15 feet in length<br>- Trailers 15 feet or longer | \$90.00                                      | \$65.00   |
|   | \$90.00                                      | \$65.00   |
|   | \$270.00                                     | \$65.00   |
| Title Service Agent   | \$112.50                                     | N/A   |
| Automotive Dismantler and Recycler  | \$360.00                                     | \$125.00  |
| Scrap Processor   | \$360.00                                     | \$125.00  |

| Type of Business   | Two (2) Year Licensing Fee (New and Renewal) | Two (2) Year Interchangeable Tags (New and Renewal) |
|--|--|---|
| Special Mobile Equipment (SME) Owner   | N/A  | \$125.00  |
| Transporter  | N/A  | \$125.00  |
| Factory Branch (of Manufacturer)   | \$1,800.00                                   | \$100.00  |
| Finance Company  | N/A  | \$125.00  |
| Manufacturer, Second Stage Manufacturer, Or Distributor<br>1 to 50 vehicles transferred per year<br>51-500 vehicles transferred per year<br>501 to 10,000 vehicles transferred / year<br>Over 10,000 vehicles transferred per year | \$180.00                                     | \$100.00  |
|  | \$540.00                                     | \$100.00  |
|  | \$900.00                                     | \$100.00  |
|  | \$1,800.00                                   | \$100.00  |

**SALESMAN'S LICENSE FEES**

| Transaction                  | Fee     | Comments   |
|------------------------------|---------|--|
| New Salesman's License       | \$67.50 |  |
| Renewal Salesman's License   | \$67.50 |  |
| Transfer Salesman's License  | \$67.50 |  |
| Corrected Salesman's License | \$20.00 | Corrected license is gratis if the error was caused by the MVA |
| Duplicate Salesman's License | \$20.00 |  |



Motor Vehicle Administration  
 6601 Ritchie Highway, N.E.  
 Glen Burnie, Maryland 21062

**BUSINESS LICENSING ORIENTATION REQUEST**

**Note:** Applicants for a dealer or title service license must attend a Business Licensing Orientation Class.  
 The class is scheduled monthly at 9:00 a.m. at the Glen Burnie MVA.

Complete this form and return by fax to: **410-768-7602**.  
 Or email completed form to: **mvablcscd@mva.maryland.gov**

Or mail your request to: **Motor Vehicle Administration  
 6601 Ritchie Highway, N. E.  
 Room 146  
 Glen Burnie, MD 21062**

The orientation will give information that is essential in the daily operation of your dealership and will allow time for any questions you may have. Representatives from Business Licensing and Consumer Services and Investigative Services will give presentations.

Questions are welcomed and encouraged.

**Please provide the following information:**

Participant Name: \_\_\_\_\_

Participant Address: \_\_\_\_\_

Participant Phone Number: \_\_\_\_\_

Participant Email Address: \_\_\_\_\_

Type of License: \_\_\_\_\_

Name of Attendees/Job Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of attendees/job title: \_\_\_\_\_

\_\_\_\_\_

The Administration strongly encourages participation by owners, title clerks and any staff who may be involved in the day to day operation of your business.

A business license may not be issued until you attend the orientation.

Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You will be scheduled for the next available class. A confirmation notice will be sent to you at the e-mail address indicated above. If you have any questions please e-mail the Motor Vehicle Administration Business Licensing Division at [mvablcscd@mdot.state.md.us](mailto:mvablcscd@mdot.state.md.us). Please call if you are unable to attend. Anyone 15 minutes late or more for orientation will be required to reschedule.

Site Inspection Check List  
To All Persons Applying For A Site Inspection:

Please do not call for your appointment until you have met the Office and Location Requirements as outlined in your packet under COMAR 11.12.01.02 – 11.12.01.04. **The licensee MUST be present for the inspection – no exceptions.**

Office Requirements:

- 1. Desk
- 2. Chair
- 3. Locking File Cabinet
- 4. Telephone \* (preferably a landline)
- 5. Sign (required for Retail, Tag & Title, may NOT use MVA logo or state seal)\*
- 6. Lighting
- 7. Heat
- 8. Electricity (**NO** generator, must be hard-wired)

\*A stipulation form may be used, providing you with a specific period of time to comply with these requirements, based on the other approval by the Business Licensing Division of your application packet. If your office is in a commercial building, make sure it is clearly marked with the office / suite number.

A home wholesale office must be located in your personal domicile (where you live - the address on your drivers' license) and must be accessible without going through, past, or near any sleeping quarters or other general living areas. See COMAR 11.12.01.02 and addendum.

Retail Sales Requirements: (See COMAR sections included in packet)

- 1. Location must be fully visible from an approved street or highway that is accessible to the public.
- 2. Location shall be of size to adequately and safely permit the display of a minimum of ten (10) vehicles AND space for customer parking.
- 3. Location must be fully lighted
- 4. Display and parking area shall be adequately surfaced (i.e. paved, crushed stone, etc. NOT dirt or grass)
- 5. The retail sale of vehicles must be the only or principal business conducted from the location (see Maryland Vehicle Law 15.304(A)(i) ).
- 6. Exterior signs must be in place (See COMAR 11.12.01.02 N.) See stipulation as explained under office requirements.
- 7. Repair Facility or Contract (CS-125) – If you do not have repair facilities at the location, you must provide a contract with a repair facility within 5 miles of your dealership. The contract must include Maryland State Police (MSP) inspection if applicable.

**Surety Bond of Vehicle or Trailer Dealer**

Bond Number \_\_\_\_\_ Dealer's Licence Number \_\_\_\_\_ Effective Date \_\_\_\_\_

Know all persons by these presents:

Company/Corporate Name \_\_\_\_\_

Trade Name, if any \_\_\_\_\_

Officer(s) Name(s) \_\_\_\_\_  
 (Name of all owner's, partners, and officers)

as Principal, and \_\_\_\_\_  
 (Name and address of bonding company)

a corporation organized and existing under the laws of the State of \_\_\_\_\_ and authorized to do business in the State of Maryland, as Surety, are held and firmly bound unto the Administrator of Motor Vehicles, State of Maryland in the penal sum of \_\_\_\_\_ lawful money of the United States of America, for the payment of which, well and truly to be made, we and each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

Signed, Sealed, and Dated this \_\_\_\_\_ day of \_\_\_\_\_ (year) \_\_\_\_\_

The condition of this obligation is such that, whereas, the above bounden Principal has or is about to make application to the Administrator of Motor Vehicles for the State of Maryland to engage in the business of: (i) buying and selling motor vehicles or trailers and, (ii) if so licensed, a title service agent; in accordance with the Transportation Article of the Annotated Code of Maryland and Regulations promulgated by the Administrator of Motor Vehicles, is required to furnish a Surety Bond.

Now, therefore, if the above bounden Principal shall conduct the business in full compliance with those Sections of the Transportation Article, of the Annotated Code of Maryland, as set forth in the Regulations of the Administrator of Motor Vehicles for the State of Maryland, then this obligation shall be null and void; otherwise to remain in full force and effect. This bond shall be for the use and benefit of the Administrator of Motor Vehicles of the State of Maryland and for any person who may suffer loss by reason of any violation of the above mentioned laws.

This bond shall run concurrently with the period of the license granted to the Principal, and shall remain in full force and effect for any renewal thereof, provided, however, that the penalty of the bond may not be cumulative from year to year, and the total liability of the Surety herein, may not exceed the sum of \_\_\_\_\_ regardless of the number of license periods for which the bond is in force.

The Surety may cancel this bond at any time by giving **forty five (45) days** written notice by registered or certified mail to the Administrator of Motor Vehicles, State of Maryland, however, remaining liable for any defaults under this bond, committed prior to the expiration of such forty five (45) day period.

\_\_\_\_\_  
 Signature of President/Owner/Partner

\_\_\_\_\_  
 Signature of Vice President/Partner

\_\_\_\_\_  
 Signature of Treasurer/Secretary/Partner

\_\_\_\_\_  
 Signature of Principal (one of the above officers)

By \_\_\_\_\_

\_\_\_\_\_  
 Surety

By \_\_\_\_\_

**Seal  
 of  
 Surety**





**Zoning Approval Form**

To be completed by applicant and presented for approval to the local zoning authorities

**Submit with Application**

Company name (including trade names)

Business Address - Location to be Licensed

City County State Zip Code

Name and type of storage location

Street Address City or County State Zip Code

Name and type of any additional storage locations

Street Address City or County State Zip Code

**Type of Business (check appropriate blocks)**

**Licenses**

- Wholesale
- New Vehicle
- Used Vehicle
- Trailer
- Motorcycle
- ADR # of Acres \_\_\_\_\_
- Scrap Processr # of Acres \_\_\_\_\_
- Title Service
- Emergency Vehicle
- Manufacturer
- Distributor

**Transporters**

- Inspection Station
- Vehicle Painting/Remodeling/Repair
- Auctioneer
- New Vehicles for Manufacturer
- Other \_\_\_\_\_

**This section to be completed by zoning official** to verify applicant has met all local zoning requirements to conduct the type of business specified above.

I certify, that the business of \_\_\_\_\_ does \_\_\_\_\_ does not \_\_\_\_\_ meet all zoning requirements, including the issuance of a use and occupancy permit, if required.

Signed Printed Name

Official Capacity

Telephone # Email Address

Date

**Automotive Repair Facility Contract**

Type or Print (Except Signature)

We, the undersigned \_\_\_\_\_  
NAME OF AUTOMOTIVE REPAIR FACILITY TELEPHONE NO.

Address \_\_\_\_\_  
STREET & NUMBER CITY OR TOWN STATE ZIP CODE

MSP Inspection Number, if any \_\_\_\_\_

having the necessary facilities and equipment to properly service and repair motor vehicles do hereby agree to reasonably, adequately and properly service and repair motor vehicles sold or to be sold by the dealer named in this contract:

\_\_\_\_\_  
NAME OF DEALERSHIP

Address \_\_\_\_\_  
STREET & NUMBER CITY OR TOWN STATE ZIP CODE

This contract shall be effective on and after \_\_\_\_\_ 20\_\_\_\_ and will remain in full force and effect until cancellation of the contract by either party, upon written notice to the Motor Vehicle Administration by Registered or Certified Mail.

We hereby certify, under Penalty of Perjury, that the statements made herein are true and correct, to the best of our knowledge, information and belief.

Witness our Hand(s) and Seal(s)

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER OF AUTOMOTIVE REPAIR FACILITY

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
HOME ADDRESS OF OWNER OF AUTOMOTIVE REPAIR FACILITY

\_\_\_\_\_  
SIGNATURE OF DEALER

\_\_\_\_\_  
PRINTED NAME

**MOTOR VEHICLE ADMINISTRATION USE ONLY**

INVESTIGATOR: The Automotive Repair Facility shall be inspected on all new applications. The facility shall be within a five (5) mile radius and cannot be a licensed dealer unless approved by the Administration.

I have this date inspected the above-mentioned Automotive Repair Facility and

WOULD  WOULD NOT recommend approval.

REMARKS \_\_\_\_\_

\_\_\_\_\_  
DATE OF INSPECTION

\_\_\_\_\_  
SIGNATURE OF M.V.A. INVESTIGATOR

**Title 11 DEPARTMENT OF TRANSPORTATION**

**Subtitle 12 MOTOR VEHICLE ADMINISTRATION— LICENSING OF BUSINESSES  
AND OCCUPATIONS**

**Chapter 01 Dealers and Salesmen**

**Authority: Transportation Article, §§12-104(b), 13-503, 13-621, 15-102, 15-103, 15-105, 15-107, 15-108, 15-114, 15-305.1, 15-307—15-309, 15-311.1, 15-312, 15-313, 15-406, 15-408, 15-409, and 15-411; Commercial Law Article, §14-1502; Annotated Code of Maryland**

**.01 Dealer Licensing and Registration.**

- A. The Administration may refuse to grant a license to any person as a dealer or may suspend, revoke, or refuse to continue the license of a dealer already issued, unless meeting the requirements contained here.
- B. A person applying for a dealer license shall submit the application on forms approved by the Administration, along with the fee as set forth in COMAR 11.11.05.
- C. A dealer license shall be issued for a 2-year period.

**.02 Location Requirements.**

- A. Each location shall be subject to inspection by an authorized representative of the Administration before approval of application for dealer registration.
- B. Following approval of the application, the location shall be maintained in accordance with the applicable provisions of Transportation Article, Annotated Code of Maryland, and the regulations promulgated by the Administration. Licensees are subject to reinvestigation by authorized representatives of the Administration.
- C. Only one license for the type of vehicle being offered for sale will be permitted at any one location, and once the location has been licensed, it may not be subdivided for the purpose of establishing other businesses, under separate licenses for the same type of vehicle being offered for sale, without the prior approval of the Administration. This prohibition also applies to a licensee doing business under more than one corporate structure.
- D. A dealer may do business in a name or under any title or designation other than the corporation name, provided that the title or designation is not misleading. A trade or corporate name that falsely states or implies that a dealer has a special relationship or connection with a manufacturer that other dealers do not have is misleading, and an example of a title or designation that may not be adopted by a dealer. The dealer's application for license shall state the full corporate name and all "trading as" or "doing business as" names. Example: ABC Pontiac----GMC----Nissan----Volvo, Inc.; T/A ABC Volvo, T/A ABC Nissan, T/A ABC Pontiac----GMC.
- E. A dealer may hold multiple licenses, for example, new or used vehicle, motorcycle, and trailer dealers' licenses, provided that all licenses are issued in the same dealership name.

- F. The dealership shall face, adjoin, and be fully visible from an improved street or highway that is accessible to the public and that is identifiable by name or postal number. The street or highway shall be used by the public for vehicular travel.
- G. The location shall be of a size to adequately and safely permit the display of a minimum of ten vehicles and space for customer parking.
- H. The location shall meet all local zoning regulations.
- I. The location shall be fully lighted.
- J. The display and customer parking areas shall be adequately surfaced with an appropriate covering, subject to approval by the Administration.
- K. The additional locations shall be inspected and approved by the Administration.
- L. Additional locations shall meet the minimum standards set forth in applicable provisions of the Transportation Article, Annotated Code of Maryland, and the regulations promulgated by the Administration.
- M. Additional locations may use registration plates issued to the primary location provided the trade name and ownership are identical to that of the primary location.
- N. Signs.
  - (1) Appropriate dealership signs shall be permanently affixed.
  - (2) The signs shall be of a size as to make them reasonably legible from the street or highway.
  - (3) The signs shall clearly identify the business conducted at the dealership and shall adequately direct the customers to the dealership office.
  - (4) As to wholesale dealers, a sign is not required. However, if a sign is displayed, it:
    - (a) Shall be displayed at the dealership entrance;
    - (b) May not be larger than 6 inches in height and 18 inches in length; and
    - (c) May not contain any language which implies the dealership will sell to or exchange vehicles with a retail buyer.
- O. As to wholesale dealers, the location shall be in a permanent building and the space used shall be:
  - (1) Owned or leased by the wholesale dealer;
  - (2) Regularly occupied and exclusively used by the wholesale dealer for dealership purposes.

**.03 Office Requirements.**

- A. The dealership office shall be housed at the dealer's fixed location and in a substantial building adequate and appropriate for the business so conducted.
- B. The dealership office shall be of sufficient size to accommodate the customers, and shall be equipped with office furniture, such as desk, chairs, and filing cabinets, and electricity, lighting, heat, and telephone, in order to reasonably conduct the dealership business.
- C. A current trader's license shall be issued by the political subdivision of each location.
- D. This license shall be displayed on the premises of the dealer in a conspicuous place.

**.04 Exemptions.**

- A. If a location is otherwise adequate and appropriate, the location requirements outlined in Regulation .02F, G, I, J, and N of this chapter may be waived for wholesale dealers, for new trailer, boat trailer, motorcycle dealers, and for any person licensed as a dealer to sell

only fire, rescue, and emergency medical motor vehicles, who shall have the privilege of assigning manufacturer's certificates of origin and to issue temporary tags upon filing with the Administration a written franchise agreement from the manufacturer of the vehicles for which the dealer claims a franchise.

- B. Once licensed as a dealer to sell fire, rescue, and emergency medical motor vehicles, the dealer shall be prohibited from selling any types of vehicles other than fire, rescue, and emergency medical motor vehicles until the location requirements in Regulations .02 and .03 have been met.
- C. Manufacturers and distributors are exempt from location requirements for the purpose of securing Class 1A registration plates.
- D. The registration of a dealer in the names of two or more persons as partners, or otherwise, may not require a reinspection on a change in ownership as long as one person named as a partner or co-owner remains as the owner, part-owner, or, in a corporation, as one of its legal officers.

Maryland Vehicle Law states:

**§15-304. Location and service requirements; vehicle shows.**

(a) *In general.* - Except as provided in subsection (b) of this section, a person may not be licensed under this subtitle unless:

(1) The business to be conducted under the license is the only or principal business conducted from the fixed location specified in the application;

(2) That business is conducted from a building that is adequate and appropriate for the sale of the vehicles that may be sold under the license; and

(3) That business either:

(i) Maintains and operates an automotive repair facility equipped for reasonably adequate and proper servicing of the vehicles to be sold by it; or

(ii) Has an existing contract, approved by the Administration, that requires the contractor to service, at a reasonably convenient location, the vehicles to be sold by the business.

(b) *Exception.* - (1) As to trailers, semitrailers, motorcycles, Class C (funeral and ambulance) vehicles, or emergency vehicles as defined in § 11-118(2), (5), and (6) of this article, the sale of these vehicles need not be the only or principal business conducted from the fixed location, but shall be subject to any reasonable location requirements determined by the Administration by rule or regulation.

(2) A wholesale dealer may be licensed under this subtitle regardless of whether the wholesale dealer meets the requirements of subsection (a)(1) and (3) of this section, but a wholesale dealer shall be subject to any reasonable location requirements determined by the Administration by rule or regulation.

(c) *Participation in annual vehicle shows.* - *In general.* - Notwithstanding the provisions of this section:

(1) A new vehicle dealer, or a licensed vehicle salesman who is employed by the dealer, may participate in 2 annual vehicle shows for each dealer location.

(2) A display or exhibit of vehicles provided by a vehicle manufacturer is not a vehicle show under this section if buyers' orders are not executed and deposits are not accepted.

(3) A new vehicle dealer franchised to sell Class M motor homes or Class G trailers, or a licensed salesman who is employed by the dealer, may participate in more than 2 annual vehicle shows, if the shows are limited to Class M motor homes or Class G trailers.

(d) *Same - Conditions.* - A vehicle dealer or licensed vehicle salesman listed in subsection (c) of this section may participate in a vehicle show if:

(1) The dealer holds a valid license issued under this title; and

(2) At least 60 days before the vehicle show, an application is filed with the Administration, for approval by the Administration, that contains:

(i) A list of the names and business addresses of participating dealers;

(ii) The location of the vehicle show;

(iii) The specific dates on which the vehicle show will be held; and

(iv) Other reasonable information required by the Administration; and

(3) The vehicle show does not exceed 10 consecutive days and is restricted to new vehicles only.

(c) *Same - Execution of buyer's order and acceptance of deposit.* - (1) A licensed dealer, or a licensed vehicle salesman who is employed by the dealer, who participates in a vehicle show may execute a buyer's order and accept a deposit as provided in paragraph (2) of this subsection.

(2) A licensed dealer may not accept a deposit that:

(i) For an order for any vehicle, except a Class M motor home, exceeds 5 percent of the cost of the vehicle; or

(ii) For an order of a Class M motor home, exceeds 10 percent of the cost of the motor home.

(3) Except as otherwise provided in paragraph (1) of this subsection, a licensed dealer, or a licensed vehicle salesman who is employed by the dealer, shall conduct activities involved in a vehicle sale, including the completion of the sales contract, the issuance of temporary registration plates and a temporary registration certificate, and delivery of the vehicle, at the dealer's fixed location as shown in the dealer's application for the license.



**MVA Criminal Record Request Form**

Please place your photo driver's license below and photocopy.

By my signature, I authorize the Motor Vehicle Administration to perform a criminal background check.

Signature

Date

Name of Business

Type of License:  Dealer  Salesman  Professional Driver Instructor  Title Service Agent  Other

**Instructions for Criminal Background Request**

This form is to be used for the processing of your Maryland criminal background check. At the present time no fee will be charged for this service.

**Maryland Residents:**

This form must accompany all applications from licensees or anyone with a financial interest in a business.

- Photocopy a clear legible copy of either your Maryland Photo Driver's License or a Maryland Photo ID card on the front of this form.
- If you have a change of address that does not appear on your license or your ID, please note it on the form.
- Sign the photocopy.
- The photocopy which contains your original signature must be submitted with your application to the Motor Vehicle Administration.

**Out of State Residence:**

- Applicants will be required to request Criminal Justice Information System background checks from the appropriate Law Enforcement Agency in their state of residence.
- The background checks should not be sent directly from the appropriate Law Enforcement Agency to the Motor Vehicle Administration.
- For identification purposes you must submit a clear legible copy of your out-of-state driver's license or a Photo ID on this form.

**MVA Use Only:**





**IMPORTANT MESSAGE**

**PLEASE READ THIS IMPORTANT MESSAGE**

The Motor Vehicle Administration (MVA) must receive verification from the Comptroller of Maryland that an applicant for renewal of a Vehicle Dealer, Automotive Dismantler & Recycler, Scrap Processor, Title Service, Manufacturer, Distributor, Factory Branch or Vehicle Salesman license has paid, or satisfactorily arranged for payment of state taxes before the license can be renewed. If an arrangement for payment has been established you will need a letter of clearance from the Comptroller's Office.

Approximately 90 days prior to your license becoming due for renewal, the MVA will submit your name to the Comptroller's Office. The Comptroller's Office will notify the MVA of those applicants having a problem. The MVA will send a letter informing you if there is a problem. Your license will not be renewed without a clearance from the Comptroller's Office. Please share this information with your salespersons.

If you have questions or need assistance, please call the appropriate phone number listed below to speak with a representative of the Comptroller of Maryland.

**(MVA cannot assist with the tax matters)**

|   |                     |
|---|---------------------|
| <b>Personal Income Tax</b>                  | <b>410-974-2432</b> |
| <b>Business Tax</b>                         | <b>410-767-1908</b> |
| <b>Unemployment Insurance Contributions</b> | <b>410-767-2699</b> |
| <b>Multiple Tax Liabilities</b>             | <b>410-767-1908</b> |

This notice is sent to alert you that you may need to contact the Comptroller of Maryland and your prompt attention to this notice may help to reduce the potential of your renewal being delayed.

**Note:** These actions were implemented under the Budget Reconciliation Act of 2003 – Chapter 203, Laws of 2003.

For more information, please call: **410-768-7000** (to speak with a customer service representative).  
TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: [www.mva.maryland.gov](http://www.mva.maryland.gov)