



Amy Anthony - **Director**
Karen Carson - **Deputy Director**

☎ (302) 744-2500

✉ dmvcustomerservice@delaware.gov

📍 303 Transportation Circle
Dover, DE 19901

MEMORANDUM

Date: August 11, 2026

Subject: IMMEDIATE ACTION REQUIRED - Dealership Renewal Notice
(Franchise, Used, Wholesaler, Auction)

DMV is now accepting applications to renew your dealership license and dealer plates, which will expire on December 31, 2026. Please pull your renewal package from the dealer portal.

<https://dmv.de.gov/VehicleServices/dealers/index.shtml>

All Dealership renewals will be processed at the Dover DMV Dealer Licensing section in the order they are received. The completed renewal package can be submitted in any of the following ways:

Electronically: DOTDealerLicensing@Delaware.gov or

Regular mail: DMV Dealer Licensing Section, PO Box 698, Dover DE, 19903; or

Overnight: DMV Dealer Licensing Section, 303 Transportation Circle, Dover, DE 19901

In person at Dover DMV only. Must be placed in a sealed envelope addressed to Dealer Licensing. You can drop off at the dealer services section during all business hours.

Due to the high volume of applications received, the Division will not provide status updates on your individual application. Incomplete applications may not be processed by December 31, 2026, therefore, it is important to submit your completed application no later than December 15, 2026, for timely processing. Please note, color copies are preferred as black and white scanned images may be illegible and cause a delay in processing.

All dealership renewals not submitted to our office prior to December 31, 2026, will result in your dealership expiring in DMV systems. This means you will not be able to issue temporary tags, or dealer reassignments after January 11, 2027. Dealerships will be inactivated in the Temporary Tag System on January 11, 2027, if their completed renewal has not been received.

After February 15, 2027, renewal applications will not be accepted. Therefore, any dealer that has not submitted an application for renewal by this date will be required to re-apply for a Delaware Division of Motor Vehicle Dealership License.

****Reminder –** The passage of HB164 establishes a dealership license renewal fee of \$50 per renewal period. Per 21 *Del. C.* §6302 (2), this renewal fee will be charged prior to issuance of the dealer license.

2026 Delaware Dealership Renewal

Dealership renewals must be submitted in color to:

DOTDealerLicensing@Delaware.gov

Federal Express:

**Dealer Licensing, 303 Transportation Circle, 2nd Floor,
Dover, DE 19901**

US Postal Service:

Dealer Licensing, P O Box 698, Dover, DE 19903

In person during normal business hours. Your renewal application must be in a sealed envelope addressed to Dealer Licensing. Drop application off at dealer services in Dover DMV only.

DEALERSHIP RENEWAL REQUIRED DOCUMENTS

All documents to process dealership renewal must be scanned in color and emailed as an attachment to:

DOTDealerLicensing@Delaware.gov

Federal Express: Dealer Licensing, 303 Transportation Circle, 2nd Floor, Dover, DE 19901

US Postal Service: Dealer Licensing, P O Box 698, Dover, DE 19903

Dealership Name _____ Dealership# _____

License Renewal Period One Year (1) \$50 _____ Two Years (2) \$100 _____

Dealership License Type Franchise ____ Used ____ Wholesale ____ Auction ____ Mobile Home ____

Does your dealership offer buy here pay here (in-house financing)? Yes ____ No ____

Mobile Home Dealership; does this dealership offer IN PARK SALES? Yes ____ No ____

Dealership Hours of Operation (indicate open & close times):

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Saturday _____ Sunday _____

Dealers who have not sold a minimum of 5 vehicles between January 1 and December 31 of each year shall be denied license renewal per 21 Del. C. § 6304. The Director of the Division of Motor Vehicles may, on written request by a dealer, permit the renewal of a dealer's license for dealers selling less than 5 vehicles for good cause shown in writing to the Department.

The dealership license will be mailed to the physical address on the dealership license, if no dealer plates are renewed.

If the dealership is renewing dealer plates, please select location to pick up registration cards, stickers and dealership license.

Delaware City _____ Dover _____ Georgetown _____

If you wish to have registration cards and stickers mailed, you must include a pre-paid label for Federal Express to your physical licensed dealership address.

Delaware Division of Motor Vehicle does not have UPS or USPS pick up.

***If the dealership will be out of business on or before December 31, 2026,
complete the top portion of the DLR-1702***

Required documents – submit together in color as an attachment to DOTDealerLicensing@Delaware.gov

1. Copy of IRS SS4; LTR 147C; or CP575G. If you need assistance contact the IRS at 1-800-829-4933
2. Phone Bill
 - a. Must indicate legal business name, address and phone number
 - b. The phone bill must be within the last 60 days
3. DLR-174 Annual Report
 - a. Complete all items listed with attached documents
 - i. DLR-1707R
 - ii. DLR-1708
 - iii. DLR-1719 if applicable
 - b. Signed and dated by owner/officer
4. DLR-1702 Out of Business Notification & Credit Card Payment
 - a. Complete bottom portion for license fee (\$50 per year) and/or dealer plate fee (\$10 per year/per plate)
 - b. Complete credit card information or submit a check via mail
 - c. Checks are not acceptable by email
 - d. Complete top portion ONLY if dealership will be out of business on or before December 31, 2026
5. DLR-1703 Dealership Renewal Required Documents
 - a. Complete dealership name
 - b. Complete renewal period
 - c. Complete dealership license type
 - d. Complete location of pick up if renewing dealer plates
 - e. Complete Buy Here Pay Here question
 - f. Complete dealership business hours
6. DLR-1707R Disclaimer of Relatives
 - a. Each owner/officer must complete
 - b. Only one (1) owner/officer per DLR-1707R
 - c. Color copy of driver's license
7. DLR-1708 Signature Authorization Form
 - a. Must be completed for all current AND new signers
 - b. Color copy of driver's license or ID for all signers
 - c. DLR-1708 MUST be notarized
 - d. Complete additional forms if necessary
8. Division of Corporations must be listed in "Good Standing"
 - a. No documentation required, Dealer Licensing will validate

9. Copy of Delaware Division of Revenue business license(s)
 - a. Division of Revenue Motor Vehicle Dealer Business is required for:
 - i. Franchise Dealership
 - ii. Mobile Home Dealership
 - iii. Used Dealership
 - iv. Wholesaler Dealership
 - v. Recreational Dealership
 - vi. Auction Dealership
 - b. Division of Revenue Wholesaler Business License is required in addition to Division of Revenue Motor Vehicle Dealer Business License for Wholesaler Dealerships
 - c. Division of Revenue Auctioneer Business License (resident) is required for:
 - i. Auction
10. Franchise letters in accordance with 6 Del.C. §4910
 - a. Franchise Dealership
 - i. Must be dated within the last 12 months
 - ii. Must identify the dealership's legal name and address
 - iii. Must be on Franchise or Manufacturer's official letterhead
 - iv. Must indicate a Franchise or Manufacturer's contact information; including full name, phone number and email
 - v. Must indicate manufacture name that matches MSO/CO
 1. attach copy of MSO/CO
 2. MSO/CO must have legal dealership name and address assigned to license
11. Buy Here Pay Here Dealership
 - a. Must submit Surety Bond at application & renewal
 - i. Title 5 Banking, Chapter 29 Financing the Sale of Motor Vehicles
 1. <https://delcode.delaware.gov/title5/c029/index.html>
 - ii. Title 30 Motor Vehicle Dealer License Fee §3005 (b) (1)
 - a. <https://delcode.delaware.gov/title30/c030/index.html>
12. Copy of valid Delaware certificate of liability insurance if renewing dealer plates (sample attached)
 - a. Must be valid past January 1, 2027
 - b. Must be dated within 30 days
 - c. Must state the number of dealer plates covered by the policy or must list the plate number(s) effective date and expiration date of coverage
 - d. Must indicate the effective date, expiration date, policy number, and insurer(s) name and NAIC
 - e. Must indicate the legal dealership name and address
13. DLR-1702 Out of Business
 - a. If the dealership has closed or is closing by December 31, 2026
 - b. Complete and return to Dover DMV Dealer Licensing with dealer items listed on DLR-1702
14. DLR-1719 Application to Replace Plates
 - a. <https://dmv.de.gov/VehicleServices/dealers/index.shtml?dc=dealerforms>
 - b. Complete DLR-1719 for each lost or stolen plate

15. Bill of Sales

- a. Wholesale Dealership
- b. Mobile Home Dealership
- c. Auction
- d. Bill of Sales must be dated in 2026
 - i. At a minimum, the legal dealership name, dealership address, buyers name, buyers address, date of sale, vehicle information (including VIN), and buyer(s) and seller(s) signatures

21 Del.C. § 2124 (f) Wholesale

Wholesale dealers selling 5 to 10 vehicles per year may obtain no more than 1 dealer plate;
wholesale dealers selling 11-25 vehicles per year may obtain no more than 2 dealer plates;
wholesale dealers selling 26-49 vehicles per year may obtain no more than 4 dealer plates;
wholesale dealers selling 50 or more vehicles per year may obtain no more than 20 dealer plates.

16. Division of Revenue Gross Receipts Tax(GRT-MVD)

- a. GRT-MVD's are required for:
 - i. Franchise Dealership
 - ii. Used Dealership
- b. Gross Receipts Tax (GRT) Motor Vehicle Dealer (MVD) and payment confirmation (sample included)
- c. GRT-MVD's must include the number of vehicles reported and paid on in the last four (4) quarters
- d. DMV may request bills of sale in addition to GRT-MVD's

21 Del.C. § 2124 (f) The applicant shall also submit such proof of such applicant's status as a bona fide manufacturer, transporter or retail dealer as may be required by the Department. Dealer license plates will be limited to retail dealerships based on the number of vehicles sold per year.

Retail dealers selling 5 to 10 vehicles per year may obtain no more than 1 dealer plate;
retail dealers selling 11-25 vehicles per year may obtain no more than 2 dealer plates;
retail dealers selling 26-49 vehicles per year may obtain no more than 4 dealer plates;
retail dealers selling 50-99 vehicles per year may obtain no more than 20 dealer plates;
retail dealers selling 100 or more vehicles per year may obtain any number of dealer plates at the retail dealer's discretion.

30 Del.C. § 3004 Motor vehicle dealer handling fee and payment.

(a) Every motor vehicle dealer shall pay a handling fee of \$2.00 on the sale of every new or used motor vehicle, trailer, truck tractor or motorcycle sold to the owner thereof. The handling fee shall be paid in quarterly installments payable to the Department of Finance on or before November 1, February 1, May 1 and August 1 of each year for the next preceding 3-month period ending on September 30, December 31, March 31 and June 30 of each year. The motor vehicle dealer handling fee shall not be imposed on the sale, transfer or registration of motor vehicles, trailers or motorcycles which are transferred or sold for the purpose of resale.

Dealerships may be required to submit additional documentation in the event any are deemed incomplete

If you need assistance with the GRT form, please contact the Delaware Division of Revenue at:

New Castle County 302-577-8200 Kent County 302-744-1085 Sussex County 302-856-5358

Or Visit:

<https://tax.delaware.gov> to view completed filings, to print and submit with your dealership renewal package

Dealer Plates must be clear of any violations to be renewed



Amy Anthony - **Director**
Karen Carson - **Deputy Director**

☎ (302) 744-2500

✉ dmvcustomerservice@delaware.gov

📍 303 Transportation Circle
Dover, DE 19901

Dealership Licensing Renewal

DLR-174 Annual Report

Please enter **“current”** dealership information below. Any changes will require additional documents.

Dealership Name: _____

License Number: _____

Physical Address: _____

Mailing Address: _____

Dealership Phone Number: _____

Renewal Application Contact Person Full Name: _____

Renewal Application Contact Person Phone Number: _____

Renewal Application Contact Person Email: _____

All Officers / Owners: Complete DLR-1707R

Current Authorized Signers: Complete a DLR-1708 for all authorized signers and for removing any.

Dealer Plates (if applicable): Attach a copy registration card listing all dealer plates.

Dealer Plates (if applicable): Complete DLR-1719 for any lost or stolen plates.

Printed Officer/Owner Name: _____

Officer/Owner Signature _____ Date _____



Disclaimer of Relatives

(Complete one per officer DLR-1707R is for renewals only)

A clear color copy of Officer/Owners Drivers License must be submitted

The State of Delaware's Code of Conduct limits the private behavior of public employees where it conflicts with public duties. Employees shall not have any interests, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature that is or may be in conflict with the proper discharge of their duties.

Based upon the Code of Conduct, all owner applicants are responsible for **identifying relatives employed by the Delaware Division of Motor Vehicles.**

A relative is defined as a direct or indirect connection between persons by blood, marriage, adoption, domestic partnership, or a personal relationship that includes cohabitation or equivalent relationship. It is further defined as spouse, child, parent, stepchild, stepparent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, parent-in-law, daughter-in-law, son-in-law, brother in-law and sister-in-law. Relatives of domestic partners shall be treated in the same manner as indicated above. Any changes to a relatives' employment status with the Delaware Division of Motor Vehicles must be reported within 72 hours.

☐ I acknowledge that I *have* relatives working for Delaware Division of Motor Vehicles. Include the employee's name(s), your relationship to the employee(s), and work location(s) of each employee (Delaware City, Dover, Georgetown, or Wilmington) if known.

_____ Employee's Name	_____ Relationship to Employee	_____ Work Location
--------------------------	-----------------------------------	------------------------

_____ Employee's Name	_____ Relationship to Employee	_____ Work Location
--------------------------	-----------------------------------	------------------------

OR

☐ I acknowledge that I have *no* relatives working for the Delaware Division of Motor Vehicles.

AND

I acknowledge that I understand and will comply with this disclaimer by identifying any known relatives of the Division. Every owner must submit a Disclaimer of Relatives form. Additional steps may be required, or outcome(s) may vary, based upon the relationship with the employee.

Have you submitted Criminal background w/fingerprints within the last 5 years? Yes____ No ____

If no, contact Compliance and Investigation Unit at DOT.CIU@delaware.gov

Officer/Owner Name (Print): _____

Officer/Owner Signature: _____

Date: _____ Cell Phone _____

Email: _____
(Do not use a group email address)



Signature Authorization Form

Dealership Name _____ Dealership Number _____

The personnel noted below are employees of the above dealership and are authorized to act on behalf of the dealership. Officers can only be added by completing a new application (DLR-1706). Officers are automatically authorized signers.

I certify that I am the sole proprietor, corporate officer, or member of the dealership and that I have authority to execute authorization on behalf of the dealership above. Each Dealership shall be responsible for all acts of any of their employees in accordance with 21 Del. C. § 6310 and 21 Del. C. § 6309 (b).

Print Legal Name of Officer	Signature of Officer	Officer Title

Before me personally appeared _____ (Legal Name of Dealership Officer) who by me duly sworn under oath says that the statements set forth above are true and correct. Subscribed to and sworn before me this _____ day of _____, 20____.

Notary Public _____
State of _____

**Must provide a clear color copy of Driver License or ID Card when adding authorized signers.
ADD AUTHORIZED SIGNERS BELOW (Name must match Driver License or ID, Legal Name)**

1. Print Legal Name _____ Signature _____

Business Phone _____ Business Email _____

2. Print Legal Name _____ Signature _____

Business Phone _____ Business Email _____

3. Print Legal Name _____ Signature _____

Business Phone _____ Business Email _____

REMOVE AUTHORIZED SIGNERS BELOW

1. Remove Employee Name _____

2. Remove Employee Name _____

All changes to dealership authorized signers must be reported to DMV immediately.

If notary is sealed with an ink stamp, you may email this form to DOTDealerLicensing@Delaware.gov

Out Of Business Notification & Dealer Plates Payment

DLR-1702

Email out of business notification to: **DOTDealerLicensing@Delaware.gov**

COMPLETE BELOW ONLY IF YOU ARE OR WILL BE OUT OF BUSINESS BY DECEMBER 31, 2026

If the dealership is no longer in business or not renewing the dealership license, please sign and return the following items back to the Dover Dealer Licensing Section.

Dealership name _____ Dealership # _____

Printed name of owner/officer _____

Signature of owner/officer _____

Date Signed _____ Date dealership closed _____

- All dealer plates assigned to the dealership must be surrendered OR
- A Police report is required for any tags considered lost/stolen (handwritten police reports are not accepted).
- All unused Temporary Tags and/or all blank Temporary Tag Paper must be surrendered.
- All unused reassignments must be surrendered.
- All unused Secure Power of Attorney forms must be surrendered.

COMPLETE BELOW ONLY IF YOU ARE RENEWING

Dealer plates must be clear of any violations to be renewed

Email payment information with completed renewal application to: **DOTDealerLicensing@Delaware.gov**

Renewal fee for dealer plates: \$10 per plate per year

Renewal fee for Dealer License \$50 per year

Credit Card information: MasterCard _____ Visa _____ Discover _____ American Express _____

Name on credit card _____

Credit card number _____

Expiration date _____ CVV code _____

Billing address _____ City _____ State _____ Zip _____

Contact phone number _____

Contact email _____

Application for Replacement Delaware Dealer Plate (D)

Purpose: Motor Vehicle Dealers use this form to apply for replacement plates that have been damaged, lost or stolen.

Instructions: Complete form and submit with insurance and payment information to email below.

Submit one DLR-1719 per plate request

Email: DOTDealerLicensing@Delaware.Gov

Date _____ Dealer Plate Number _____ Expiration Date of Plate **DEC 31** _____

Name of Dealership _____ Dealership Number _____

Damaged Requesting Same Plate Number _____ Damaged Requesting New Plate Number _____

Same plate number issuance is at the discretion of the Division

OR

Lost _____ Stolen _____ ***Police Report is Required for Lost or Stolen Plates

This is to certify that the above designated dealer plate has been damaged or has been lost or stolen and cannot be located to the best of our knowledge. If the original is recovered, the duplicate plate must be returned to the Division. Any continued use of the duplicate plate may result in suspension of all dealer privileges.

- Proof of insurance must be provided for all dealer plates
 - * Must have proof of liability insurance coverage showing how many dealer tags are insured attached to the application. See attached samples of approved insurance coverage documentation. Must be completed in full and issued not more than 30 days from date of submission.
- A copy of the police report must be attached for lost or stolen plates.
- Lost or Stolen plates will be replaced with a new plate number
- Damaged plates do not require a police report, damaged plate is required to be surrendered to the Division.
- Same plate number issuance is at the discretion of the Division

I/We hereby certify that that foregoing statement is true and correct.

I/We certify that vehicles owned or assigned to my/our dealership are insured by a Delaware licensed insurance company and that the policy provides at least the minimum amount of coverage as required by law.

I/We certify that if we have a black and white dealer plate that we are not using the blue and gold plate on any other car.

I/We certify that as required by law I/We are maintaining a proper dealer tag log.

Signature – Owner/Officer of Company _____

Printed Name – Owner/Officer of Company _____

Requested Pick Up Location (circle one): Dover Delaware City Georgetown

DMV Use Only

Date Received _____ Associate _____

Damaged Plate Returned: Yes ___ No ___ Police Report Lost/Stolen: Yes ___ No ___ Insurance Received: Yes ___ No ___

Plate Checked for Flags: Yes ___ No ___ Date Plate Ordered _____ Plate Number Issued _____

Payment Information for Replacement Dealer Plates (D)

Email payment information with completed application to: DOTDealerLicensing@Delaware.gov

Lost or Stolen dealer plate replacement fee \$10 per plate/per year

Duplicate damaged dealer plate; same plate number fee \$10 (duplicates can take up to six (6) weeks)

Replacement damaged dealer plate; new plate number fee \$10 per plate/per year (immediate issuance)

Credit Card information: MasterCard _____ Visa _____ Discover _____ American Express _____

Name on credit card _____

Credit card number _____

Expiration date _____ CVV code _____

Billing address _____ City _____ State _____ Zip _____

Contact phone number _____

Contact email _____

Date of this notice: 03-15-2021

Identification Number:
[REDACTED]

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

[REDACTED] for applying for an Employer Identification Number (EIN). We assigned you
EIN [REDACTED] This EIN will identify you, your business accounts, tax returns, and
documentation if you have no employees. Please keep this notice in your permanent
records.

When filing tax documents, payments, and related correspondence, it is very important
that you use your EIN and complete name and address exactly as shown above. Any variation
may cause a delay in processing, result in incorrect information in your account, or even
cause you to be assigned more than one EIN. If the information is not correct as shown
above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file
the following form(s) by the date(s) shown.

Form 940	01/31/2022
Form 943	01/31/2022
Form 1065	03/15/2022

If you have questions about the form(s) or the due date(s) shown, you can call us at
the phone number or write to us at the address shown at the top of this notice. If you
need help in determining your annual accounting period (tax year), see Publication 538,
Accounting Periods and Methods.

We assigned you a tax classification based on information obtained from you or your
representative. It is not a legal determination of your tax classification, and is not
binding on the IRS. If you want a legal determination of your tax classification, you may
request a private letter ruling from the IRS under the guidelines in Revenue Procedure
2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note:
Certain tax classification elections can be requested by filing Form 8832, *Entity
Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification
Election*, and elect to be classified as an association taxable as a corporation. If
the LLC is eligible to be treated as a corporation that meets certain tests and it
will be electing S corporation status, it must timely file Form 2553, *Election by a
Small Business Corporation*. The LLC will be treated as a corporation as of the
effective date of the S corporation election and does not need to file Form 8832.



Department of the Treasury
Internal Revenue Service
Cincinnati, OH 45999

In reply refer to:
Aug 24, 2015
[REDACTED]

[REDACTED]
LTR 147C

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Taxpayer Identification Number: [REDACTED]

Form(s):

Dear Taxpayer:

Thank you for your telephone inquiry of [REDACTED]

Your Employer Identification Number (EIN) is [REDACTED]. Please keep this letter in your permanent records. Enter your name and your EIN on all business federal tax forms and on related correspondence.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-4933 between the hours of 7:00 AM and 10:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

[REDACTED]
[REDACTED]

Customer Service Representative



DELAWARE F O R M
DIVISION OF REVENUE **GRT-MVD**
GROSS RECEIPTS TAX
MOTOR VEHICLE DEALER



BUSINESS NAME AND ADDRESS	TAXPAYER ID	AMENDED ☐
FILE:		
TAX PERIOD STARTING		1/1/2022
TAX PERIOD ENDING		3/31/2022
DUE ON OR BEFORE		

1.	NUMBER OF UNITS SOLD	41.00
	RATE FOR NUMBER VEHICLES SOLD	200 %
2.	TOTAL TAX DUE	82.00

Both Must Be Submitted



TRANSACTIONS / MAKE A PAYMENT

Payment Confirmation

Please see information about your payment below.

Transaction Information

Confirmation # FR0000290370
Status Posted

Transaction Date Saturday, 04/09/2022
Transaction Time 02:00 PM

[Return Home](#)

Payment Information

Taxpayer Name
Document Type Payment Voucher
Amount Paid \$82.00
Payment Amount \$82.00
Fee Amount \$0.00

Effective Date Monday, 04/11/2022
Period Covered 03/31/2022
Account Type GROSS RECEIPTS TAX/MOTOR
VEHICLE DEALER

Payment Details

Account Type	Identifier	Filing Period	Payment Amount
GROSS RECEIPTS TAX/MOTOR VEHICLE DEALER	DOR FILE NUMBER:	03/31/2022	\$82.00

Showing 1 to 1 of 1 entries

STATE OF DELAWARE

Department of Finance

Division of Revenue

ACTIVE BUSINESS LICENSE

1996

EFFECTIVE

ISSUED TO

SMYRNA DE 19977-1546

LOCATION

SMYRNA, DE 19977-1546

TRADE, BUSINESS, OR
PROFESSIONAL ACTIVITY

MOTOR VEHICLE DEALER

ISSUED: 01/20/2023
FEE PAID: \$100.00

Is hereby licensed to practice, conduct, or engage in the occupation or business activity indicated above in accordance with the license application duly filed pursuant to Title 30, Delaware Code.

POST CONSPICUOUSLY - NOT TRANSFERABLE



STATE OF DELAWARE

Department of Finance

Division of Revenue

ACTIVE BUSINESS LICENSE
2001

EFFECTIVE

[REDACTED]

ISSUED TO

SMYRNA DE 19977-1546

LOCATION

SMYRNA, DE 19977-1546

TRADE, BUSINESS, OR
PROFESSIONAL ACTIVITY

WHOLESALE

ISSUED: 01/20/2023
FEE PAID: \$75.00

Is hereby licensed to practice, conduct, or engage in the occupation or business activity indicated above in accordance with the license application duly filed pursuant to Title 30, Delaware Code.



POST CONSPICUOUSLY - NOT TRANSFERABLE





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

REQUIRED

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER REQUIRED	CONTACT NAME: REQUIRED	FAX (A/C, No):	
	PHONE (A/C, No, Ext): REQUIRED	E-MAIL ADDRESS: REQUIRED	
INSURED Legal Name of Dealership Legal Dealership Address	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: REQUIRED	REQUIRED	
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY		REQUIRED	REQUIRED	REQUIRED	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

NUMBER OF DEALER PLATES ACQUIRING OR
DEALER PLATE NUMBERS LISTED FOR RENEWALS

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

REQUIRED

Delaware Division of Motor Vehicles
Dealer Licensing
P.O. Box 698
Dover, DE 19903

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Quick Tags — Dealer Handout

Issuing Delaware temporary tags: how to enroll, what it costs, and who to call

Quick Tags is the State of Delaware's online system for issuing temporary registration tags. Authorized issuers, including licensed dealerships, franchise dealers, used car dealers, and auctions, use Quick Tags to create, print, and manage temporary tags. Each temporary tag is automatically recorded with the Division of Motor Vehicles (DMV) at the time it is issued. Effective **Monday, September 14, 2026**, Quick Tags will be the required system for issuing all Delaware temporary registration tags. Until then, continue issuing tags on your existing DMV-provided temporary tag paper.

Enrolling your dealership — five steps

- 1 Tell us who your Dealership Officer is — enrollment is open now**
You can sign up today. Return the **Dealership Officer Designation Request** form naming the person who will own your Quick Tags account, and your access code follows as soon as your officer is confirmed. Need a copy of the form? Email dedot-quicktags@fairfaxsoftware.com.
- 2 Watch for the One-Time Access Code email**
Your named Officer receives an email with a one-time access code and a setup link. If your code has expired or does not work, call the Help Desk and a fresh one will be issued in minutes.
- 3 Register your dealership**
Your business name and license number appear automatically from your DMV dealer record — you don't type them, and they can't be edited. If they look wrong, contact DMV Dealer Licensing at DOTDealerLicensing@delaware.gov to correct your dealer record and Quick Tags will pick up the change.
- 4 Choose how you'll pay**
Tags are paid for with **pre-purchased Tag Credits** — bought in advance by credit card or bank account, and used as tags print. Keep an eye on your balance: **when it reaches zero, no more tags can be issued** until credits are added.
- 5 Add your team and get trained**
Your Corporate Officer creates Manager and Employee accounts (Managers can add Employees). Each person has their own login at your dealership. Live training is provided at no charge, a recorded training session is published afterwards, and per-screen help videos are built into the system.

A question or a problem — who do I contact?

Fairfax Software Help Desk — the system

Anything inside Quick Tags: logging in, access codes, issuing or fixing a tag, printing, paper orders, payments.

In the app: the **Help Desk** button, bottom-right of the Home screen

Phone: (844) 425-5824

Email: dedot-quicktags@fairfaxsoftware.com

Hours: 9:00 AM – 11:00 PM Eastern, Monday–Saturday. Closed Sundays and Delaware state holidays. English & Spanish.

Delaware DMV — your dealer record

Quick Tags reads your official DMV dealer record. Contact **DMV Dealer Services** for:

- Dealer license renewals, suspensions or reinstatements
- Corrections to your business name, address or DBA
- Changes to your authorized officer on file

Email: DOTDealerLicensing@delaware.gov

If your license lapses or your dealership is suspended, Quick Tags access pauses automatically until the DMV record is restored.

Tag paper and fees

What each tag costs

\$22.90 per temporary tag, made up of:

\$20.00 — the state plate fee, set by law (21 Del. C. §2130), collected in Quick Tags and remitted to DelDOT

\$2.90 — the program fee, which covers your training, setup and support — there is no separate charge for those

3% Processing fee applies to all payment types.

Identifying Fees on Your Bill of Sale: Pursuant to 21 Del. C. §2130, you cannot charge more than \$20 for the temporary tag. If you choose to pass the \$2.90 program fee and the 3% processing fee on to the customer, those fees must be listed separately elsewhere on the bill of sale, such as under administrative fees.

Ordering blank tag paper

Order as soon as your dealership registration is complete — nothing else to wait for; order your first bundle right away.

Orders are placed **inside Quick Tags** (Home → Order Temp Tag Paper) by your Officer or Manager — no separate vendor account.

\$100 a bundle of 100 sheets (\$1.00 a sheet), secure 10-mil Teslin stock.

Shipping: \$7.95 standard — allow about **3 business days** to arrive. Overnight available at cost.

Two sizes: one for cars, trucks and trailers; one for motorcycles. Order both if you sell both — and keep a spare bundle on hand.

At the counter — quick answers

How long is a temporary tag valid?

90 days from the date it is issued (30 days for auctions). The issue date is always the day you print the tag — the sale date can be earlier, but the 90 days always count from issue.

I made a mistake on a tag. Can I fix it?

Yes — use **Amend** within **24 hours** of issuing. A tag can be amended up to **two times** and keeps the same tag number; if printed information changed, the corrected tag prints automatically. After 24 hours or two amendments, void the tag and issue a new one.

The customer lost or damaged the tag.

Use **Replace**. The replacement carries all the same buyer and vehicle information and the **original expiration date**, on a new tag number; the old tag is voided automatically.

The tag didn't print cleanly. Can I reprint?

Yes, within **24 hours** of issuing — same tag number, same expiration. After two reprints, your Dealership Officer or Manager enters their login to approve another.

What do I do with a voided tag?

Select the void reason in Quick Tags, write **"VOID"** on the printed sheet, then securely destroy it.

My buyer lives out of state.

No problem — choose **"Non Delaware County"** in the County of Residence dropdown and continue as normal.

Something isn't working. How do I troubleshoot?

Two quick fixes solve most issues: **refresh your browser and clear its cache** (fixes most errors right after a system update), and **log off and log back on** (picks up the latest tag print templates). Still stuck? Contact the Fairfax Help Desk with the exact message on your screen and the team will troubleshoot with you.

Small things that are normal

Everything on the printed tag appears in CAPITAL letters except your dealership name — by design, for police plate readers. Up to **two owners** can be listed on one tag. Motorcycle tags print on motorcycle (DM) paper and all other vehicles on vehicle (DV) paper.

What your dealership needs

- A **laser printer** at the tag workstation, meeting State of Delaware and DMV specifications — if you print temporary tags today, your printer will generally work
- An internet connection and a current web browser — there is no software to install
- A **valid Delaware dealer license** — Quick Tags confirms your license against your DMV record every time you log in



Amy Anthony - **Director**
Karen Carson - **Deputy Director**

☎ (302) 744-2500
✉ dmvcustomerservice@delaware.gov
📍 303 Transportation Circle
Dover, DE 19901

January 8, 2025(original)

Re: Notice to All Delaware Dealerships

The Division of Motor Vehicles (“Division”) wishes to emphasize crucial dealership responsibilities that will impact dealer processing. This Notice has been distributed to all licensed dealers. As a reminder, you can obtain the most current information on our dealer portal <https://dmv.de.gov/vehicleservices/dealers>. The list below is not exhaustive of all dealership requirements; however, the Division reminds you for the following requirements:

- If your dealership has a low-digit dealer plate and you own both the blue and gold plate, as well as the porcelain plate with the same number, you are only allowed to use one of these plates at any given time. You **cannot** use both plates on two different vehicles simultaneously.
- When your Franchise dealership expires, you must submit an updated Franchise letter. The information that needs to be included in the letter will be notated in your renewal package and posted on the Portal.
- Any change in the ownership of a franchise dealer requires the submission of a new franchise letter in accordance with 6 *Del.C.* §4910.
- Title work must be submitted to the Division for processing within 30 days of delivery (bill of sale date). 21 *Del.C.* §2306.
 - A late fee of \$35 will be charged for Delaware titles submitted more than 30 days after the delivery date (bill of sale).
 - Each situation involving extenuating circumstances will be evaluated on an individual basis.
- All dealerships are required to fully comply with 21 *Del.C.* Chapter 63. Some common mistakes include:
 - Telephone bills do not comply with the requirements outlined in 21 *Del.C.* §6303(3).
 - Each dealership must have a telephone installed in the office, listed under the business name. The phone bill should display the physical dealership location, the legal or DBA business name, and the phone number assigned on the license.
 - 21 *Del. C.* § 6304 - Expiration and Renewal of License:
 - Dealerships that have not sold at least five (5) vehicles from January to December will be denied license renewal. A sale is defined as a transaction with a third party for value.
 - No sales will be counted towards the required five (5) if they are made to yourself, another officer, a business you own, or in mobile home park sales.

- 21 *Del. C.* § 6305 - Requirements for a Bill of Sale:
 - The legal name of the dealership, along with its address and phone number, must be clearly listed.
 - All fees must be listed separately.
- 21 *Del.C.* § 6311 - License Requirements:
 - This section describes the requirements for obtaining a license.
 - If a dealership plans to relocate, it must notify the Division in writing in advance. A new application must be submitted and approved before operations can commence.
- Dealer plate logs are required by law according to 21 *Del.C.* §2124(d).
- Temporary tags are now issued for a duration of 90 days at franchise and used dealerships.
 - A second temporary tag cannot be issued without written permission from the Division.
 - To request a second temporary tag, please send an email to DOT_MTRVDealerServicesHelpDesk@Delaware.gov with the subject line: "2nd Temp Tag Request."

Failure to comply with the above requirements may result in the suspension or revocation of the dealer license and/or denial of the dealer license renewal, after notice and an opportunity for a hearing pursuant to 21 *Del.C.* §6314 (c)(5).

If you have any questions about dealer licensing, please reach out to DOTDealerLicensing@Delaware.gov.

Delaware eSubmission

ELECTRONIC SUBMISSION FOR TITLE WORK

Easily track your eSubmissions

View real-time status updates

Receive instant approval or rejection notifications

Limit visits to DMV

Electronic access to previous title work submitted through the program

Daily detailed invoicing for check payments

Ability to fix rejected pieces within minutes and resubmit

Open to in-state, out-of-state, and third party dealers

For more information regarding the eSubmission program, please contact:

DMVeSubmission@delaware.gov

