



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 (Recyclers)

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.

[Dealer Services - Division of Motor Vehicles](#)

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 purchase dealer reassignments after January 11, 2027.

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 \$100 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.

RECYCLER 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) \$100 _____ Two Years (2) \$200 _____

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

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

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***

*****Dealership is a synonym for Recycler***

Required documents – submit as attached PDF in color 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 (\$100 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 location of pick up if renewing dealer plates
 - d. Complete dealership business hours
6. DLR-1707R Disclaimer of Relatives
 - a. Each owner/officer must complete
 - b. Only 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 General Services Business License
10. Recycler License (PBSS) from Delaware State Police
 - a. <https://dsp.delaware.govpawnbrokers-secondhand-dealers-scrap-metal-processors/>
11. 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



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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
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_____ 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 & Recycler License 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 1 year \$100 / 2 year \$200

Dealer Plates \$10 per plate/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 _____

 IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

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



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	
	PHONE (A/C, No, Ext): REQUIRED	FAX (A/C, No):
	E-MAIL ADDRESS: REQUIRED	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Legal Name of Dealership Legal Dealership Address	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 \$	☐ OCCUR ☐ CLAIMS-MADE				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

Delaware Division of Motor Vehicles Dealer Licensing P.O. Box 698 Dover, DE 19903	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
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© 1988-2015 ACORD CORPORATION. All rights reserved.

STATE OF DELAWARE

Department of Finance Division of Revenue

ACTIVE BUSINESS LICENSE

EFFECTIVE

01/01/2026 - 12/31/2026

ISSUED TO

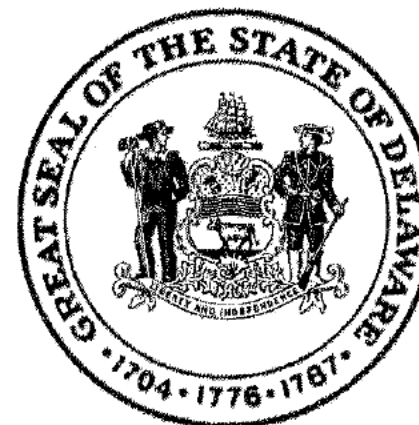
LOCATION

TRADE, BUSINESS, OR
PROFESSIONAL ACTIVITY

GENERAL SERVICES

ISSUED: 01/14/2026
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.



2026

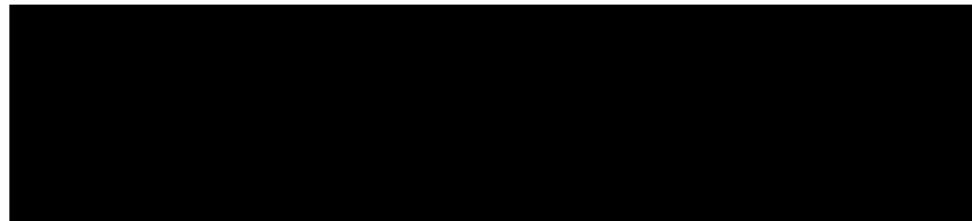
POST CONSPICUOUSLY - NOT TRANSFERABLE



State of Delaware

Delaware State Police

A Certificate of License is hereby granted for



To engage in and carry on within the State of Delaware, the business of

☐ Pawnbroker ☒ Secondhand Dealer ☒ Scrap Metal Processor

As defined by the Laws of Delaware in accordance with and by authority of
Title 24, Chapter 23, Delaware Code.

License Number



Expiration Date December 31, 2026

Col. William D. Canty

Superintendent - Delaware State Police



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.

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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

