

ATTENTION ALL “NEW” DEALERSHIP APPLICANTS

IMPORTANT NOTICE

The Division of Motor Vehicles has strict residency requirements for all New Dealer Applicants.

Section §6302 -License Requirements:

(c) Resident requirements : **The owner of a dealership must have been issued a Delaware driver’s license and established residency in Delaware at least **90 days prior** to the time of application. Franchised and New vehicle dealers are exempt from this requirement.**

**ANY FURTHER QUESTIONS PLEASE CONTACT
THE DIVISION OF MOTOR VEHICLES AT:**

302-857-4665



APPLICATION FOR DEALERSHIP LICENSE

As part of the approval process for a Dealer License, section 6312 of Title 21 of the Delaware Code requires that the Division of Motor Vehicles determine whether or not the applicant is of good character and has complied with and will comply with the laws of this state and other states. The Division makes this determination by reviewing each application in its entirety, as well as a criminal background check for each applicant.

Please note that it is incumbent on the applicant to ensure that their application and background meet the standards set forth by the Code. Accordingly, the applicant assumes the risk that their application may not be approved if they fail to meet these standards. There will be no reimbursement for any monies expended in connection with the application process if the application is denied.

Date of Application:

Dealer Number Assigned by DMV:

1. Legal Dealership Name:
2. DBA (if different than legal name):
3. Dealership Phone Number:
4. Dealership Address:

City:

State:

Zip:

Dealership email address:

- | | | | |
|--|------------------|-------------|--|
| 4. Type of Dealership (Check One) | Wholesale | | |
| New/Franchise | Motorcycle/Moped | Mobile Home | |
| Auction | Trailer | Used | |
| Recycler/Salvage | | | |

A Copy of the Lease agreement must be submitted with application.

5. List Name, Home Address, Birth Date, and Driver License number of:

- **Principal Officer (All officers must complete questions 5-9)**
 - **Officer Title (CFO, CEO, COO, President, Vice President, Sole Member, Partner, or Sole Proprietor)**

Note: Delaware driver's license must be valid for 90 days prior to application date for all owners of used/wholesale vehicle dealers. If more than three (3) spaces are needed for owner information, please make copies of this page and attach to application.

Name	Title	
Home Address		
City	State	Zip Code
Home Phone No.	Driver's License No/State	DOB

6. Has the individual named in Section 5:

Yes No

been convicted of an offense other than a traffic violation?

been subject to any disciplinary action, past or pending, by any administrative, governmental or regulatory body?

been charged with a violation of any statute, rule, regulation or ordinance of any municipal, administrative, regulatory or other governmental body?

do any of the above named individuals owe taxes or obligation to the State of Delaware?

Please provide explanation for any of the above questions that are answered "Yes".

All Delaware residents are required to provide a copy of their criminal history for all owners and officers of the dealership. Residents of Delaware that have been in the State for less than two (2) years must attach a state certified criminal history from their last state of residency in *addition* to their Delaware criminal history. Nonresidents must provide a state certified criminal history for owners and officers from their current state. The State Bureau of Identification is located at 600 S. Bay Road Suite 1, Dover, DE 19901. Anyone in need of scheduling a Delaware Criminal History appointment should call 302-739-2528. There is a charge for this service.

7. Complete the following if the officer in Section 5 has been previously employed in vehicle sales:

Name of Employee Name of Dealer State Date Employed (from-to)

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Name of Employee Name of Dealer State Date Employed (from-to)

8. List the Names of References (must be an individual, non-relative, and not a co-applicant (2 required))

a.

Name Address Telephone

b.

Name Address Telephone

I/we further certify under the penalties provided by law that I/we have read and understand all information requested and requirements stated on this application. The answers are true and correct to the best of my/our knowledge. I/we understand that any dealership license issued is subject to suspension for violation(s) of Title 11 or Title 21 of the Delaware Code; any violation(s) of Delaware Law; or any violation(s) of the Division of Motor Vehicles Rules and Regulations.

I/we hereby certify that there are no misrepresentations or falsifications in the information stated in this application. I/we am/are aware that false or misleading statements will be cause for rejection or revocation of dealer's license and privileges. Any violation of the laws and regulations may result in the suspension of my vehicle dealer's license.

Sworn and Subscribed

Before me on this ___ Day of ___
_____ A.D.20

Signature of Applicant

Title

Notary Public

Print Name of Applicant

A Delaware Division of Motor Vehicles' Dealer Procedural Manual can be found at, www.dmv.de.gov, click on "Forms" and "Manuals". This manual is supplied to make you aware of the laws, regulations and other requirements that govern vehicle dealers. Dealership owners must be knowledgeable of its contents. Failure to comply with Delaware law and Division of Motor Vehicles rules and regulations may result in your license being suspended. The following are critical items.

1. All dealership records are to be retained for **five (5) years** and must be available for inspection during business hours.
2. The Division must be notified **immediately** of any changes in the business including relocation, telephone numbers, officer/owner names, addresses, etc.
3. A dealer must receive authorization from the Division before issuing a second temporary registration plate to the same vehicle.
4. A dealer must witness proof of **valid liability insurance and driver's license** before issuing a temporary registration.
5. Upon issuing a temporary registration, the dealer is required to submit the application for title for any Delaware-registered vehicle within **30 days** of the date of delivery.
6. Dealer Plates can only be used on vehicles **owned** by the dealership and a written log of their usage must be maintained.
7. A dealer **must** disclose to a buyer if a vehicle title is or will be branded as **reconstructed, flood-damaged, salvage, rebuilt salvage, or previous taxi**. Disclosure forms can be obtained from any Division of Motor Vehicles facility.
8. The dealership must hold a valid Delaware Division of Revenue business license.
9. A Completed Federal Trade Commission Buyer's Guide **must** be displayed on a side window of all used cars and trucks with a GVWR less than 8,500 pounds. Motorcycles are exempt.
10. The Division **must immediately** be notified of any vehicle received by the dealership for resale (Dealer's Notification of Used Vehicles Received- MV60 form). Forms are now available on dealers.dmv.de.gov, where you can **submit your MV60 electronically**, or any Division of Motor Vehicles facility.
11. A dealer must comply with the terms of all warranties or guarantees.
12. A dealership owner (except new vehicle dealerships) must be a Delaware resident.
13. A dealership may be held responsible for the acts of its sales people as well as its principal members.
14. Wholesale dealers may **NOT** 1) sell or exchange vehicles with a retail buyer 2) buy, sell or exchange new vehicles and 3) sell vehicles on consignment.

CERTIFICATION OF DEALER RESPONSIBILITIES AND REQUIREMENTS

In submitting this application for the Division of Motor Vehicle's consideration, I/we certify that all motor vehicles or trailers owned by this dealership or under its control will be continuously covered by liability insurance in the minimum amounts required under the Delaware Financial Responsibility Law.

I/we understand Delaware law requires dealers to allow full and free access to all dealership books and records pertaining to the purchase or sale of any motor vehicle or trailer by the dealership. Access shall be granted during regular business hours to duly authorized representatives of the Division of Motor Vehicles, Attorney General's Office or law enforcement officers.