



## Motor Vehicle Dealer Board Fees (08/14)

The MVDB charges the following fees for the services it provides. All fees are due when the services are requested and are nonrefundable.

Form	Services	Fee	2 Year fee
<u>DSD-7</u>	Sales License (See Page 2)	\$25	\$50
<u>MVDB-21</u>	Criminal History Background Request (If Dealer does not use ScreeningOne background service)	\$10	\$10
<u>DSD-7</u>	Sales License Transfer (See Page 2)	\$10	\$20
	Reprint for each license and certificate	\$10	N/A
	Reprint Dealer Plate Registration	\$2	N/A
<u>DSD-12</u>	Replace Dealer Decal (Reissue)	\$1 per decal	N/A
<u>DSD-12</u>	Replace Lost/Stolen Dealer Plate and Decal	\$10 per plate	N/A
	Dealer Certificate Renewal	\$200	\$400
<u>MVDB-22</u>	Permanent Supplemental Location	\$40	\$80
<u>MVDB-22</u>	Temporary Supplemental Location	\$40	N/A
<u>MVDB-22</u>	Temporary Supplemental Locations for Motor Cycle, Motor Home, and Trailer	\$20	N/A
	Transaction Recovery Fund (Added to Certificate Renewal Fee for first three (3) years only)	\$350	\$700
	Late Renewal up to 30 days past Dealer certificate expiration.	\$300	N/A
	For Each Late Sales Person Renewal up to 30 days past license expiration.	\$37.50	N/A
	Suspension Reinstatement fee	\$50	N/A

## Salesperson License Fees (Additional Information)

Calculating MVDB salesperson fees can be confusing Dealers sometimes submit the wrong fee amount when renewing, transferring, and adding a salesperson to their dealership. Here are some guidelines for Dealers to calculate fees for salesperson's license:

**Transfer:** Salespersons transferring from one dealership to another dealership. If the salespersons license has not yet expired, the fee is \$10. If the dealership the salesperson is transferring to have 12 or more months until renewal then the fee is \$20. The Dealer and salesperson must complete and sign the DSD-7. Also submit the old salesperson license from the previous employer if it was not surrendered to the previous employer.

**If hiring a salesperson with an expired license and the expiration date on the license is within the last 12 months,** the fee is \$25. The Dealer and the salesperson need to complete and sign a DSD-7, Application for Salesperson license. This is not considered a transfer because the previous license had expired.

**If hiring a salesperson and the license expiration date is over 12 months** then this is considered a new salesperson and will need to start the process from the beginning. The Salesperson goes to DMV to take the Salesperson Test \$50 (payable to DMV). Once the applicant has passed the test the Dealer and salesperson complete and sign the DSD-7, Application for Salesperson license. The fee is \$25 for the salesperson license (DSD-7) AND \$10 for Criminal Background Check (MVDB-21) (unless the dealership does this background check)

The DSD-7 and MVDB-21 forms can be downloaded from our website. Any questions please email at [dboard@mvdb.virginia.gov](mailto:dboard@mvdb.virginia.gov)