



COMMONWEALTH of VIRGINIA
Motor Vehicle Dealer Board

Dear Applicant:

Enclosed you will find a "New Dealer Requirements Checklist". The checklist includes a list of all forms you will need to apply for a franchised or independent motor vehicle dealer's license. The forms are available from our website: www.mvdb.virginia.gov.

All applicants for an original motor vehicle dealer's license must pay an annual fund fee of **\$350.00** each year for three (3) consecutive years. In addition to the Motor Vehicle Transaction Recovery Fund, applicants are required to furnish a **\$50,000** surety bond for three (3) consecutive years. **UPON COMPLETION OF 3 CONSECUTIVE YEARS WITHOUT A CLAIM AGAINST THE BOND OR THE FUND, THE BOND REQUIREMENT AND FUND FEE WILL NO LONGER BE REQUIRED.**

The following fee chart will provide the applicable fees for both single and two-year license fees:

Type of License	Single Year	Single Year Fund Fee	Two-Year	Two-Year Fund Fee
Dealer License	\$225	\$350	\$450	\$700
Each License Type Endorsement	\$25	N/A	\$50	N/A
Salesperson	\$30	N/A	\$60	N/A
Criminal History Check Fee	\$10		\$10	

Applications for an independent dealer's license must include the name of a dealer-operator who has successfully completed the two-day study course for an independent dealer-operator and has also passed the Dealer-Operator and Salesperson examinations before the applications will be processed. Each salesperson applicant must also pass the Salesperson portion of the examination. Please note that each applicant for a salesperson's license must be employed by the dealership and is **not** an independent contractor. The dealer-operator and salesperson certificates of qualification may be obtained by successfully completing an examination administered at a local DMV branch office, and payment of a **\$50** fee. Study Guides for the two tests are also available on our website. (Form numbers MVDB-34 and MVDB-35).

If you desire to purchase dealer license plates, you must complete the enclosed application form MVDB-9. **You must submit a copy of the Certificate of Liability Insurance coverage indicating the number of plates covered.** Dealerships may purchase a maximum of four plates per licensed salesperson. The first two plates are **\$60** for a single year and **\$120** for two years any additional plates are **\$26** each for a single year and **\$52** each for two years.

Each dealership owner, partner and/or officer of the dealership, each dealer-operator and all salespersons are required to complete and submit a Criminal History Form along with all other applications.

The following additional requirements must be attached or included in the application.

- a. The location of the business must be either owned or leased by the applicant. The specific address must be shown on the application. Post Office Box mailing address alone may not be acceptable.
- b. Provide a **\$50,000** surety bond executed from a corporate surety company licensed to do business in the Commonwealth.
- c. A copy of your Buyer's Order for approval, which must include items outlined in the enclosed copy of Code Section 46.2-1530. If you charge a "Processing Fee" the amount must appear on your Buyer's Order. The Buyer's Order must also include information for sales involving dealer arranged financing. You will find the exact language needed to appear on the Buyer's Order in the attached laws.
- d. Have your local zoning official complete the attached Certification of Zoning Compliance.
- e. Proof that the corporation has been registered with the Virginia State Corporation Commission (SCC). Any "trading as" or fictitious name must be first filed through local courts. Proof of the court filing and a copy of the fee receipt will be sufficient.
- f. Franchised dealers must attach a copy of the franchise agreement or original franchise letter, which includes the manufacturer or distributor's service agreement. The manufacturer or distributor must also be licensed by the Department of Motor Vehicles, Dealer Services Division.

PLEASE NOTE: In order to issue 30-day temporary tags, you must have an agreement with a DMV authorized Print on Demand (PoD) vendor. Contact information for these vendors may be found at: https://www.dmv.virginia.gov/commercial/#dealer/pod_intro.asp Please contact them directly.

Upon receipt of your application with appropriate fees and enclosures, an on-site inspection will be conducted by our representative to determine if the dealership meets the established place of business requirements as outlined in the Virginia Motor Vehicle Dealer Licensing Laws.

If you have any questions, please feel free to email dboard@mvdv.virginia.gov, or call (804) 367-1100, or write to the mailing address.

Thank you.