

# New Dealer Requirements Checklist

## □ Applicant Requirements:

- The applicant must have a \$50,000 surety bond in the name of the dealership that has been issued within 30 days of your initial application submission to our office. This bond must be maintained for the first 3 years of operations. (Form MVDB-2)
- You must also provide the name of your dealer-operator at the time you submit your application. See *Dealership Employee Requirements* below.

## □ Location Requirements:

- The dealership location must be either owned or leased by the applicant.
- The location cannot be a residence.
- The location must have space to accommodate the display of 10 vehicles.
- A certificate of zoning (Form MVDB-19) must be obtained from the locality in which the dealership resides. This certificate must be issued within 30 days of your initial application submission to our office.
- The location must have 250 square feet of permanently closed office space for exclusive use by the dealership. The office space must include a desk, chairs, filing cabinet(s), a working telephone in the name of the dealership, working utilities (to include electricity), provisions for space heating and an Internet connection and email address.
- A dealership sign with no less than 6-inch lettering must be visible on the dealership location.

## □ Operation Requirements:

- Prior to opening, the dealership must have a Board-approved buyer's order printed that shows the dealership name, address, and telephone number.
- A dealership must be opened at least 20 hours a week. Ten (10) of those hours must be between the hours of 9:00am and 5:00pm, Monday through Friday.
- Liability insurance must be obtained and maintained for each dealer plate issued.

## □ Dealership Employee Requirements:

- A qualified dealer-operator is required for each dealership. This individual must be identified as the dealer-operator at the time of your dealership licenses application submission to our office. The dealer-operator applicant must successfully complete and pass the two day study course, and then pass the dealer-operator's portion of the *Dealer-Operator and Salesperson's Test* administered by any Department of Motor Vehicles (DMV) Customer Service Center (CSC).
- The dealer/owner and the dealer-operator will be automatically approved to purchase temporary tags. You may authorize additional employees to purchase tags by submitting Form DSD-42 to the DMV or by using the E-Transaction system after the dealership has opened. See *details on other side*.
- Each dealership salesperson must be licensed by the Board, employed by the dealership, and may not be classified as a "1099 independent contractor." Individuals must successfully complete the salesperson portion of the *Dealer-Operator and Salesperson's Test* administered by any DMV CSC.

NOTE: *The Dealer-Operator and Salesperson's Test* is administered at your local DMV customer service center for a \$50.00 fee.

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## Required Applications:

- MVDB-2 Bond Application
- DSD-7 Application for Salesperson License(s)/Dealer-Operator & Salesperson Test
- DSD-9 Application for Dealer Plates (you are eligible to receive up to 4 times the number salespersons employed)
- DSD-10 Motor Vehicle License Application for Initial License or Renewal
- MVDB-19 Certification of Zoning Compliance
- MVDB-21 Criminal History Check Data Form(s)
- Buyer's Order
- SCC Documentation

All forms are available for printing from our agency website. See our web address below.

## Required Fees:

- Dealer Certificate \$200
- Motor Vehicle Transaction Recovery Fund  
Paid annually for the first 3-years of operation \$250
- First 2 Dealer Plates \$60
- Additional Dealer Plates (each) \$26
- Dealer-Operator/Salesperson's Test \$50
- Salesperson's License (each) \$25
- Criminal History Background Check (each) \$10

## The Motor Vehicle Dealer Board Recommends:

- In order to issue 30-day temporary tags, you must have an agreement with one of the following vendors. Please contact them directly:

Virginia Interactive  
Customer Service  
(804) 786-1851  
[customerservice@virginiainteractive.org](mailto:customerservice@virginiainteractive.org)

Dealertrack (formally  
triVIN)  
Sales related questions :  
(800) 876-2312 ex: 4999  
Service related questions:  
(800) 211-3639

CVR  
Scott O'Laughlin  
[solaughlin@cvrreg.com](mailto:solaughlin@cvrreg.com)  
(919) 753-8008

TitleTec  
Kim Haddaway  
[khaddaway@titletec.com](mailto:khaddaway@titletec.com)  
(757) 469-0310

- You visit our website at <http://www.mvdb.virginia.gov> for additional, pertinent and code section information.
- While at our website, sign up for electronic (email) issues of our newsletter DealerTalk and other emailed information notifications.
- Become an On-Line Dealer and perform many of your DMV-related dealer transactions from your office. Visit <http://www.dmv.state.va.us/webdoc/pdf/dmv25.pdf> for more information.
- Sign up to perform renewals and other important MVDB dealer transactions with E-Transactions...It's FREE! Contact Janet Williams at (804) 497-7191 for more details or go to <http://www.dmv.state.va.us/webdoc/pdf/US531e.pdf> and complete a sign up form!