



# COMMONWEALTH of VIRGINIA

## *Motor Vehicle Dealer Board*

### MEMORANDUM

**To:** Foreign (non-Virginia) Licensed Dealers

**From:** Bruce Gould, Executive Director  
Motor Vehicle Dealer Board

A handwritten signature in blue ink that reads "Bruce Gould".

**Subject: Renewal of Certificate of Registration as a Foreign Dealer**

Enclosed you will find an application to renew your Certificate of Registration as a foreign (non-Virginia) dealer. This Certificate permits you to sell motor vehicles at wholesale auctions located in Virginia.

As of July 1, 2014, the responsibility of issuing foreign dealer Certificates of Registration will be with the Motor Vehicle Dealer Board (MVDB). Previously this responsibility was with the Virginia Department of Motor Vehicles (DMV).

#### **To renew your Virginia Certificate of Registration you must:**

- Hold a valid Dealer License in your home state and include a photocopy of that license with your completed renewal application.
- Complete the enclosed MVDB-52 application.
- Pay an annual \$50 registration fee. (Your Certificate of Registration expires on the same month as your home state dealer license.)
- Pay the \$60 Transaction Fee if applicable.

Please mail your completed application, a copy of your valid home state dealer's license and the appropriate fee to the Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, Richmond, Virginia 23220. The renewal package must be postmarked prior to the expiration date of your current Registration.

If you have any questions, please call the Motor Vehicle Dealer Board at (804) 367-1100, or e-mail [dboard@mvdv.virginia.gov](mailto:dboard@mvdv.virginia.gov).

**2201 West Broad Street • Suite 104 • Richmond, Virginia 23220**  
Telephone: (804) 367-1100 Fax Number: (804) 367-1053