

**Application for Dealer, Auction, or  
Manufacturer License and Number Plate(s)**

License Number

License Year (YYYY)

Any false statement in this application is a violation of the law and may be punished by fine or imprisonment or both.

Motor vehicle dealers must make a minimum of **eight** sales per year and boat, trailer, and powersport dealers must make a minimum of **six** sales per year to be eligible for renewal. Boat dealers that are also licensed as boat manufacturers please refer to [RSMo 301.550](#).

**Business Information**

Business Name		Doing Business As (DBA)	
Contact Person		Missouri Secretary of State Registration Number (if applicable)	
E-mail Address (Will be used for United States Postal Service shipping notification - required)			
Physical Street Address		Telephone Number ( ) -	
City	State	ZIP Code (9-digit)	County
Business Hours Monday _____ to _____ Tuesday _____ to _____ Wednesday _____ to _____ Thursday _____ to _____ Friday _____ to _____ Saturday _____ to _____ ( Sunday _____ to _____ Trailer, RV, and Powersport only )			

**Complete if mail-to address is different than above (requires letter from postal authority).**

Business Name			
Mailing Address	City	State	ZIP Code (9-digit)

**Operation**

Select one type of operation:

<input type="checkbox"/> Boat Dealer	<input type="checkbox"/> Franchise Motor Vehicle (MV) Dealer	<input type="checkbox"/> Franchise Powersport Dealer	<input type="checkbox"/> Manufacturer
<input type="checkbox"/> Public Motor Vehicle Auctions	<input type="checkbox"/> Recreational Motor Vehicle Dealer	<input type="checkbox"/> Trailer Dealer	
<input type="checkbox"/> Used MV, Powersport Dealer	<input type="checkbox"/> Wholesale Motor Vehicle Auctions	<input type="checkbox"/> Wholesale MV Dealer	

**Unit Type Sold**

Type of units to be sold or manufactured (select all that apply):

<input type="checkbox"/> Boat	<input type="checkbox"/> Boat Trailer	<input type="checkbox"/> Classic MV	<input type="checkbox"/> Emergency Vehicle Only	<input type="checkbox"/> Historic MV	<input type="checkbox"/> New ATV
<input type="checkbox"/> New Motorcycle	<input type="checkbox"/> New MV	<input type="checkbox"/> New Personal Watercraft	<input type="checkbox"/> New RV	<input type="checkbox"/> Trailer	<input type="checkbox"/> Used ATV
<input type="checkbox"/> Used Emergency Vehicle	<input type="checkbox"/> Used Motorcycle	<input type="checkbox"/> Used MV	<input type="checkbox"/> Used Personal Watercraft	<input type="checkbox"/> Used RV	

**Admin Fee**

Fee Collected: ☐ Yes How Much? \_\_\_\_\_ ☐ No Banking or Other Financial Institution Routing Number: \_\_\_\_\_  
Checking or Savings Account Radicals : \_\_\_\_\_

Note: Per [Section 301.558 RSMo.](#), ten percent of any administrative fee charged by a motor vehicle dealer, boat dealer, or powersport dealer must be remitted to the motor vehicle administration technology fund. Any banking information provided to the department will only be used for this purpose and will not be shared with any outside parties.

**Plate Quantity**

New dealers record estimate annual sales quantities: \_\_\_\_\_

Based on the type of unit(s) sold above, request the number of plate(s) based on previous sales or sales estimates.

Motor Vehicle (MV) _____	Boat Trailer _____	Driveaway Plate (Trailer Dealer Only) _____
Recreational Vehicle (RV) _____	Boat _____	Powersport (ATV, Motorcycle, Autocycle, Personal Watercraft) _____
Trailer _____		

I certify that the plates or permit requested above will be used for a legitimate purpose as prescribed on the reverse side of this application. I further certify that the driveaway license plates or permit being applied for will be used for the following specific purpose(s) (use separate sheet if necessary): \_\_\_\_\_

**Fees**

Licensure Fees \$	Plate Fees \$	Total Fees (Add licensure and plate fees) \$
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**Bond or ILC**

Select One <input type="checkbox"/> Bond <input type="checkbox"/> Irrevocable Letter of Credit (ILC)		
Number	Company	Expiration Date (MM/DD/YYYY) ____/____/____

List factory franchise trade names and expiration dates. You must attach a copy of the franchise agreement (not needed for trailers and ATVs).

	Make	Expiration Date (MM/YYYY)		Make	Expiration Date (MM/YYYY)
1.		___/___/___	2.		___/___/___
3.		___/___/___	4.		___/___/___
5.		___/___/___	6.		___/___/___

Type of ownership (select one):

- ☐ 1. Individual
 ☐ 2. Partnership
 ☐ 3. Corporation (State of Incorporation) \_\_\_\_
 ☐ 4. Limited Liability Company
   
☐ 5. Other \_\_\_\_\_

All owners, partners, corporate or company officers and registered agents must be listed below (also applies to out-of-state corporation). Attach extra paper if needed for additional owners. A background check from the state of residency must be attached for each person listed below.

Last Name		First Name		MI
Address		City	State	ZIP Code
Social Security Number	Date of Birth (MM/DD/YYYY)	Telephone Number (optional)	Criminal Record Attached	
____/____/____	____/____/____	(____)____-____	<input type="checkbox"/>	
Last Name		First Name		MI
Address		City	State	ZIP Code
Social Security Number	Date of Birth (MM/DD/YYYY)	Telephone Number (optional)	Criminal Record Attached	
____/____/____	____/____/____	(____)____-____	<input type="checkbox"/>	
Last Name		First Name		MI
Address		City	State	ZIP Code
Social Security Number	Date of Birth (MM/DD/YYYY)	Telephone Number (optional)	Criminal Record Attached	
____/____/____	____/____/____	(____)____-____	<input type="checkbox"/>	
Last Name		First Name		MI
Address		City	State	ZIP Code
Social Security Number	Date of Birth (MM/DD/YYYY)	Telephone Number (optional)	Criminal Record Attached	
____/____/____	____/____/____	(____)____-____	<input type="checkbox"/>	

I do solemnly swear and affirm that this application is made to conduct business as a bona fide dealer, auction, or manufacturer as provided by [Sections 301.573 through 301.580, RSMo.](#), that the information set forth herein is true and accurate and that I have the authority to provide all such information and to sign this application. This shall further certify that the business shall maintain, during the entire period of registration, financial responsibility for every motor vehicle it owns, licenses, or operates on the streets and highways.

Signature of an owner listed above	Date (MM/DD/YYYY)
_____	___/___/___

See instructions for who must complete this section. I certify that I have physically inspected the above location and that the applicant's business qualifies as a bona fide place of business for manufacturing, selling, or auctioning motor vehicles, powersports, trailers, and boats.

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date (MM/DD/YYYY)	Name and Rank
____/____/____	____/____/____	_____
Department, Troop, or District		Badge Number
Reason for Disapproval		
_____		

**Mail to:** Motor Vehicle Bureau  
 Dealer Licensing Section  
 P.O. Box 43  
 301 West High, Room 370  
 Jefferson City, MO 65105-0043



**E-mail:** [dealerlic@dor.mo.gov](mailto:dealerlic@dor.mo.gov)

Visit [mydmv.mo.gov](http://mydmv.mo.gov) to renew or apply online.

Visit [dor.mo.gov/motor-vehicle/dealers-lienholders/](http://dor.mo.gov/motor-vehicle/dealers-lienholders/) for additional information.

**Ever served on active duty in the United States Armed Forces?**

If yes, visit [dor.mo.gov/military/](http://dor.mo.gov/military/) to see the services and benefits we offer to all eligible military individuals. A list of all state agency resources and benefits can be found at [veteranbenefits.mo.gov/state-benefits/](http://veteranbenefits.mo.gov/state-benefits/).

**Phone:** (573) 526-3669 opt. 7

**Fax:** (573) 522-4197

## Important Instructions to Applicant

Complete each area on the application and submit it with the appropriate fees to Dealer Licensing Section P.O. Box 43, Jefferson City, MO 65105-0043. All illegible, incorrect, or incomplete applications will be rejected. For additional information, visit our website at [dor.mo.gov/forms/Dealer%20Operating%20Manual.pdf](http://dor.mo.gov/forms/Dealer%20Operating%20Manual.pdf). You may also visit [mydmv.mo.gov](http://mydmv.mo.gov) to apply online.

### Business Information:

- The complete business name must be shown. A post office box number without a street address will not be accepted as an actual business address. Dealer license plates will be mailed to the business address. Indicate the Secretary of State Registration number if the type of ownership requires registration with the Secretary of State.
- Complete the business name and mail to address if necessary. You must include a letter from the local postal authorities stating they cannot or will not deliver mail to the actual business location. Dealer license plates will not be sent to the mail to address.

### Operation

- Select one type of operation. See the Dealer Operating Manual for information on the different types of operation.

### Unit Type Sold

- Select all of the types of units to be sold or manufactured.

### Administrative Fee

- All motor vehicle, boat, and powersport dealers must declare if an Administrative Fee is charged and, if so, must state how much is collected and must provide banking information. (Reference [Section 301.558 RSMo, 12 CSR 10-26.230 through 12 CSR 10-26.231](#))

### Plate Quantity

- If you are a new dealer, estimate the annual sales quantities and indicate in the appropriate area. Complete the number of each type of plate you will require.

### Fees

- Include fees for the type of license requested and for each plate requested on this application. See the Dealer Operating Manual for a complete list of fees.

### Bond or ILC

- You must have a corporate surety bond or Irrevocable Letter of Credit (ILC) in the amount of fifty thousand dollars. Select the appropriate box. Write the number of the bond or ILC, the company that issued it, and the date it expires.

### Franchise Trade Name(s)

- If you are a dealer selling new motor vehicles and new powersport units (motorcycles and motor tricycles), you must complete the Franchise Trade Name(s) section listing factory franchise trade names and expiration dates.
- You must attach a copy of the factory franchise agreement.

### Ownership Information

- Select the type of ownership of the business.
- List each owner, partner, corporate or company officer, and registered agent of the business.
- You must list the social security number, date of birth, and address of all owners.
- Every owner, partner, or principal officer must obtain a "name based" criminal record from the Missouri State Highway Patrol. Visit [machs.mo.gov/MACHSFP/home.html](http://machs.mo.gov/MACHSFP/home.html) to obtain name based criminal records online. An owner, partner, or principal officer residing in another state must obtain a criminal record from the state of his or her residence. All required criminal records must be submitted with your dealer license application.

### Signature

- The application must be signed by a business owner, partner, or principal officer.

### Inspection and Certification

- An authorized law enforcement officer or designee must complete this section. Dealers selling only emergency vehicles are exempt from this requirement. If the business is located in a first class county (Boone, Buchanan, Camden, Cape Girardeau, Cass, Christian, Clay, Cole, Franklin, Greene, Jackson, Jasper, Jefferson, Platte, St. Charles, St. Francois, St. Louis, St. Louis City, or Taney), an authorized city policeman who is employed in the same city the business is located may complete the inspection. Certifications may not be completed by a sheriff or marshal. (Reference [Sections 301.550 through 301.573, RSMo](#)).

### Required documents to include:

- ☐ Completed Application for Dealer, Auction, or Manufacturer License and Number Plate(s) (Form 4682)
- ☐ Original bond or ILC    ☐ Factory Franchise agreement    ☐ Criminal records for each owner, partner, or principal officer.
- ☐ Current photograph of the bona fide place of business. Include the building, lot, and sign. If it is a temporary sign, include a photograph of the temporary sign and the work order for the permanent sign.
- ☐ Copy of the garage liability policy (manufacturers, auctions, and trailer dealers are exempt).
- ☐ Copy of your dealer seminar certificate, if applicable.    ☐ Manufacturer's letter outlining operation, if applicable.
- ☐ One check or money order made payable to the Missouri Department of Revenue if applied by mail.

The applicant may not buy or sell any motor vehicle, powersport unit, trailer, or boat as an auction, dealer or manufacturer until this application has been approved by the Dealer Licensing Section. If the applicant purchases a motor vehicle, powersport unit, trailer or boat before the application is approved, the unit must be titled in the applicant's name and all taxes and fees must be paid. Receipt, by the applicant, of the business certificate or receipt of the dealer license plates constitutes proof of approval. Submission of the application or validation of fees does not constitute proof of approval.

Note: The Department of Revenue may electronically resubmit checks returned for Insufficient or uncollected funds. If you are adding a new type of operation to your current license, please refer to the Dealer Operating Manual on our website at [dor.mo.gov/forms/Dealer%20Operating%20Manual.pdf](http://dor.mo.gov/forms/Dealer%20Operating%20Manual.pdf) for information on the requirements and fees.

**Renewal Applicant Information**  
**Missouri Dealer Business License Renewal Checklist**

To ensure that your dealer renewal is processed as quickly as possible, please make sure that everything listed below is enclosed when returning your application. Applications can be submitted online by visiting [mydmv.mo.gov](http://mydmv.mo.gov) or by mail.

- ☐ Application for Dealer, Auction, or Manufacturer License and Number Plate(s) (Form 4682):
- Verify all necessary information is completed on the form.
  - The application is certified by an authorized law enforcement officer, if applicable (see instructions of form for more information).
  - List the quantity of dealer plates and the plate type (motor vehicle, boat, etc.) your dealership wants. Do not exceed the maximum amount allowed.
- ☐ Criminal Record:
- Missouri owners must obtain a criminal record from the Missouri State Highway Patrol (MSHP). Criminal records can be obtained electronically from the MSHP, printed, and submitted with all other required documentation for licensing. Visit the MSHP website at [machs.mo.gov/MACHSFP/home.html](http://machs.mo.gov/MACHSFP/home.html) to obtain your Missouri criminal record.
  - Out-of-state owners must obtain a criminal record from their state of residence and provide it with all other required documentation for licensing.
- ☐ Insurance Policy:
- A copy of your current dealer garage insurance policy bearing the policy number, effective date, expiration date and name of the insurer and insured. This does not apply to trailer dealers or manufacturers.
- ☐ Fees/Penalties
- A check or money order for the appropriate amount (use fee table below to determine fees):

License fee. . . . .	\$150.00 (Motor Vehicle) \$80.00 (Marine)
First plate/placard. . . . .	\$50.00
Each additional plate/placard. . . . .	\$10.50
Auction fee. . . . .	\$200.00

A \$25.00 penalty is due if the application is received after November 3; a \$50.00 penalty is due if the application is received after December 31.

- ☐ Bond or Irrevocable Letter of Credit (ILC):
- The bond on file for your dealership must not expire before December 31, of the renewing year.
  - If Section 6 of your renewal indicates your existing bond/ILC expires prior to December 31, of the renewing year, submit a Corporate Surety Bond or ILC in the amount of \$50,000 that shows no break in coverage through December 31, of the renewing year. If your bond is non-expiring, no documentation is required.
- ☐ Location Change:
- Submit a current photograph of the building, lot, and sign, and obtain law enforcement certification of your business. If the photograph includes a temporary sign a work order for a permanent sign must be included with your application.
- ☐ Not Renewing Business License for the upcoming year:
- Return your renewal application and record, "Out of business effective \_\_\_\_\_."
- ☐ United Parcel Service (UPS) E-mail Notification:
- If you wish to receive e-mail notification from UPS when your dealer license plates are shipped, please print your dealer number and e-mail address and return with your renewal notice:  
Dealership Name \_\_\_\_\_  
Dealer Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_
- ☐ Sign and date the application.