

## NEW DEALER APPLICATION CHECKLIST

**Instructions:**

- Application forms may be completed online and printed or they can be printed and completed manually in ink.
- Each form must be submitted with an original signature.
- To be acceptable, they must be free from whiteout (fluid or tape). All information requested must be complete and accurate.
- Submit the above required forms and documents to a local Occupational Licensing Inspections Office. For office locations refer to Occupational Licensing webpage at [dmv.ca.gov](http://dmv.ca.gov).

### SECTION 1 — FEES

\$175 Application Fee  
*Non-Refundable*

\$70 For each Branch Location

\$90 Each Dealer Plate (Auto) \$92 (Motorcycle) Plus county fees  
*County fees vary depending on the county where your business is located.  
 Dealer plates are optional.*

\$100 Autobroker Endorsement  
*Required only if adding autobroker endorsement to your license.*

\$300 New Motor Vehicle Board

\$1 Family Support Program

\$42 For each person submitting ADM 1316 Fingerprint Card  
*Out-of-state applicants only.*

### SECTION 2 — FORMS REQUIRED *(Attach documents in the following order.)*



Application for Original Occupational License, Part C (OL 12)

Original Application for Occupational License (OL 21A)

Surety Bond of Dealer (OL 25) **OR** Surety Bond of Motorcycle Dealer, Motorcycle Lessor-Retailer, All Terrain Vehicle Dealer, or Wholesale-Only Dealer [less than 25 vehicles per year] (OL 25B) **OR** Deposit Agreement and Assignment (OL 25E) **AND** Payee Data Record (STD 204).

Authorization To Release Financial Information (OL 53)

Certificate of Proposed Franchise (OL 124)  
*An OL 124 is required for each make.*

Application for Occupational License Personal History Questionnaire (OL 29B)  
*Required for each person listed under ownership on form OL 12.*

Appointment of Director as Agent for Service of Process (ADM 9050)  
*Required for each person listed under ownership on form OL 12.*

Request for Live Scan Service [copy] (DMV 8016)  
*Required for each person completing form OL 29B.*

Out-of-state residents call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316) and Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement (BCII 9004)

**NOTE:** Refer to Fingerprinting/Live Scan information on the Occupational Licensing webpage.



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| <b>SECTION 3 — ADDITIONAL DOCUMENTS REQUIRED</b> ( <i>Attach documents in the following order.</i> )   | ✓ |
| <p>Letter of Authorization<br/> <i>New trailer dealers only. A Letter of Authorization from a licensed California manufacturer is required for each line.</i></p>  |   |
| <p><b>If filing as a Corporation</b></p> <ul style="list-style-type: none"> <li>• Most recent Statement of Information filed with the Secretary of State.</li> </ul> <p><b>If filing as a Limited Liability Company or Limited Liability Partnership</b></p> <ul style="list-style-type: none"> <li>• Most recent Statement of Information (Limited Liability Company) filed with the Secretary of State.</li> </ul>   |   |
| <p>A copy of your Fictitious Name Statement.<br/> <i>Not required if your surname is included in your business name.</i></p>   |   |
| <p>A copy of your State Board of Equalization Resale Permit.</p>   |   |
| <p>Photograph(s) of business location.<br/> <b>NOTE:</b> Refer to Photograph Procedure information on the Occupational Licensing webpage.</p>  |   |
| <b>SECTION 4 — ADDITIONAL REQUIREMENTS ONCE LICENSED</b>   | ✓ |
| <p>Participation in the <b>Business Partner Automation</b> program is mandatory for new vehicle dealers. Information is available on the Occupational Licensing webpage. A copy of your vehicle dealer temporary operating permit issued by the Occupational Licensing Inspector will be required at the time you submit your application to participate in the Business Partner Automation Program.</p>   |   |
| <p>Effective 7/1/2012 the seller must obtain a <b>National Motor Vehicle Titling Information System (NMVTIS)</b> report for any used vehicle offered or displayed for sale, and must display a warning on the vehicle when the report indicates the states have branded the title. Further information regarding NMVTIS or to locate a vendor to access these reports is available at <a href="https://www.vehiclehistory.gov/">https://www.vehiclehistory.gov/</a>.</p> |   |
| <b>SECTION 5 — IMPORTANT INFORMATION</b> ( <i>Incomplete applications will be returned.</i> )  | ✓ |
| <p>Make and keep a copy of all documents for your records.<br/> <i>The department does not provide photocopies.</i></p>  |   |
| <p>Pursuant to <i>California Vehicle Code</i> (CVC) §11704 (b); upon receipt of an application for a license which is accompanied by the appropriate fee, the department shall, within 120 days, make a thorough investigation of the information contained in the application.</p>  |   |