



**Prince George's County**  
 Department of Permitting, Inspections  
 and Enforcement  
**PERMITTING & LICENSING DIVISION**  
**Business Licensing Center**  
 9400 Peppercorn Place, 1st Floor  
 Largo, Maryland 20774  
 301.883.3840 ♦ FAX: 301.883.3875



**MOTOR VEHICLE REPAIR FACILITY LICENSE APPLICATION**  
 Under the authority of Subtitle 26A of the Prince George's County Code

**Submit with Application:**

- **Fee of \$75 + 5% Technology Fee of \$3.75 for a total of \$78.75** — All fees MUST be made payable to Prince George's County. (Fees are NON-REFUNDABLE.)
- A Performance Bond in the amount of **\$2,000** (Certificate of Authority must be attached) or a Continuation Certificate for the existing Bond of Record.
- A copy of your Use and Occupancy (U&O) Permit. If you do not have a U&O Permit, please call the Permitting and Licensing Division at (301) 883-5776 for information on applying for a U&O Permit.

**New Application**

**Renewal Application**

License #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**SECTION A — BUSINESS IDENTIFICATION**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Use and Occupancy Permit #: \_\_\_\_\_

**SECTION B — OWNER INFORMATION**

Corporation

Partnership

Sole Owner

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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**SECTION B — OWNER INFORMATION** *(continued)*

If an out-of-state corporation, indicate the name and address of the resident agent of the corporation in the State of Maryland: \_\_\_\_\_

Are there any pending lawsuits or unsatisfied judgments in the last three (3) years against the business or officers of the business? \_\_\_\_\_ If "Yes," please explain. \_\_\_\_\_

Type of Repair Work Performed: \_\_\_\_\_

Number of Full-Time Employees: \_\_\_\_\_ Area(s) of Expertise: \_\_\_\_\_

Number of Part-Time Employees: \_\_\_\_\_ Area(s) of Expertise: \_\_\_\_\_

Number of Mechanics: \_\_\_\_\_ Number of Certificates: \_\_\_\_\_

List certificates, name(s) of automotive testing service(s) who issued them, and areas of training: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**SECTION C — CERTIFICATION**

**NOTE:** Any change in the firm's ownership or other information affecting the validity of this license application must be submitted in writing, to the Business Licensing Center, Department of Permitting, Inspections and Enforcement, within fifteen (15) days.

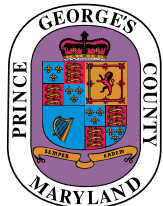
**I (WE) HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THAT THE MATTERS AND FACTS SET FORTH IN THE FOREGOING APPLICATION ARE TRUE TO THE BEST OF MY INFORMATION AND BELIEF.**

\_\_\_\_\_  
Printed Name of Owner, President or Partner

\_\_\_\_\_  
Signature of Owner, President or Partner

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



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**MOTOR VEHICLE REPAIR FACILITY LICENSE  
 PERFORMANCE BOND**

Bond No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, THAT (*Company Name*) \_\_\_\_\_

(*Company Address*) \_\_\_\_\_

hereinafter referred to as Licensee and (*Surety Company*) \_\_\_\_\_

hereinafter referred to as Surety, are held and firmly bound unto Prince George's County, Maryland, in the full sum of Two-Thousand Dollars (\$2,000) to be paid to Prince George's County, Maryland, its assigns, or any other party protected by Section 26A-104 "Bonding Requirement" of Subtitle 26A of the Prince George's County Code to which payment well and truly to be made and done; we bind ourselves, our heirs, executors, administrators, jointly and severally firmly by these presents.

PROVIDED that a Surety may, without prejudice to any liability incurred prior to such cancellation, cancel such bond upon thirty (30) days written notice filed with the Director, Department of Permitting, Inspections and Enforcement, Maryland, and the Licensee.

Sealed with our respective seals and dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

WHEREAS, the above named Licensee has made application pursuant to Subtitle 26A of the Prince George's County Code for a **MOTOR VEHICLE REPAIR FACILITY LICENSE**.

WHEREAS, it is a condition of the issuance of said license that these presents should be executed.

NOW THEREFORE, the condition of this obligation is such that the above named Licensee, his agents and servants, shall in all respects comply with the applicable terms, conditions, provisions, and requirements of Section 26A-104 and the terms and conditions of said license when issued; and, further, the condition of these presents is such that if the above bound licensee, jointly and severally, their heirs, executors, and administrators, at all times hereafter well and sufficiently save harmless and keep indemnified Prince George's County; against all losses, costs, charges, damages, and expenses, including those relating to actions or proceedings at law or in equity, then the above obligation shall be void, otherwise to be in full force and effect.

\_\_\_\_\_  
 Witness for Principal

\_\_\_\_\_  
 Principal (Owner/First Corporate Officer)

\_\_\_\_\_  
 Witness for Surety

\_\_\_\_\_  
 Surety (SEAL)

ACCEPTED \_\_\_\_\_  
 Director

By: \_\_\_\_\_

Address: \_\_\_\_\_

MD Resident Agent (*Print*): \_\_\_\_\_

APPROVED AS TO LEGAL SUFFICIENCY

(*Signature*): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
 County Attorney

Phone #: \_\_\_\_\_

MD Registration #: \_\_\_\_\_

**CERTIFICATE OF GOOD STANDING IN MARYLAND AND CERTIFICATE OF AUTHORITY MUST ACCOMPANY APPLICATION**

**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ )  
 ) SS.  
COUNTY OF \_\_\_\_\_ )

**Individual**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known and known to me to be the individual described in and who executed the foregoing instrument and (s)he acknowledged to me that (s)he executed the same.

**Partnership**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known and known to me to be a general partner of the firm of \_\_\_\_\_ described in and who executed the foregoing instrument(s) and (s)he thereupon acknowledged to me that (s)he executed the same as and for the act and deed of said firm; that the following are partners of said firm.

\_\_\_\_\_  
\_\_\_\_\_

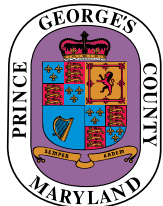
**Corporation**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared \_\_\_\_\_ (Second Corporate Officer) and acknowledged to me that (s)he is the \_\_\_\_\_ (Title) of \_\_\_\_\_ (Corporation Name) a corporation in good standing in the State of Maryland and named as a principal in the attached instrument(s); that \_\_\_\_\_ as \_\_\_\_\_ (Title)

(First Corporate Officer) being so authorized, did sign the foregoing instrument(s) on behalf of the principal, that said signature is genuine and that said instrument(s) was/were duly signed, sealed, and attested for in behalf of the said corporation and is a free act and deed of the said corporation by authority of the following officers of said corporation:

\_\_\_\_\_  
(Second Corporate Officer) (Title)  
\_\_\_\_\_  
(Other Corporate Officer) (Title)  
\_\_\_\_\_  
(Other Corporate Officer) (Title)  
\_\_\_\_\_  
(Other Corporate Officer) (Title)

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_



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## **BOND INSTRUCTION SHEET**

### **GENERAL INSTRUCTIONS**

1. Do not use wite-out ® when making corrections to the bond form. Instead, "XXXXX" out and have appropriate person initial the corrections.
2. Upon completion of the bond form, bonds should be returned to the Business Licensing Center and **NOT** the Office of Law.
3. All signatures must be original.

### **FILLING OUT THE BOND FORM**

**Please read the following instructions carefully as you, the Licensee, are responsible for your bond being accepted as legally sufficient.**

1. Bond Number should be listed in upper right hand corner of the bond form.
2. List licensee's name and address in the first blank on the bond form. Remember to also indicate licensee's type of entity (e.g., partnership/corporation).
  - If the licensee is an individual trading as a corporation, please indicate using the following form:  
John Doe t/a Mechanical, Inc.
  - If the licensee is a corporation, indicate that by listing the full legal name (e.g., Mechanical, Inc. or Mechanical, LLC).
  - If licensee is a partnership or a joint venture, the name as listed on the bond must indicate this status (e.g., A & B Associates, GP; A & B Associates, LP; or A & B Associates, JV).
  - If licensee is an individual, simply list the individual's full name.
3. The second blank in the first paragraph must indicate licensee's surety (insurance) company. Fill in the surety company's complete name.
4. In the blanks at the end of the second paragraph, the date of the Power of Attorney Certificate must be filled in. This date must be the same as that which appears on the Power of Attorney Certificate, which is provided by your surety company. This date is referred to as the **bond date**.
5. Include surety bond number on Power of Attorney Certificate.

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6. In the space entitled "**Principal**," affix signature and print name of the signatory and his/her title.
    - If the principal/licensee is a corporation, then the President or Vice President must sign. If the principal/licensee is a LLC, then that person with ability to bind must sign. (Please read your LLC's Operating Agreement carefully, which may clearly identify this person as a managing member, member, manager or another. If unclear, **a separate letter** will be required to clarify the signatory's ability to bind the LLC.)
    - If principal/licensee is a partnership, then the general partner or managing partner must sign.
    - If the general partner/managing partner is a corporation, please indicate this fact and have the President or Vice President (or that person with ability to bind, if an LLC) sign on behalf of the corporation (*e.g.*, President of the X Corporation, General Partner).
    - If principal/licensee is the owner, then the owner signs the bond. No title need be provided.
  7. The witness shall sign as to the principal/licensee's signature. This witness **cannot** be the same person who signs the Acknowledgment.
  8. In the space entitled "**Surety**," print the full name of the surety (insurance) company and affix corporate seal.
  9. In the blank next to "by," the authorized **attorney-in-fact** must sign and print his/her name underneath the signature. (The authorized attorney-in-fact is any of the named persons on the Power of Attorney Certificate provided by your bonding company.)
  10. Witness must sign as to attorney-in-fact's signature in the space provided.
  11. The name of the agency representing the bonding company and its address must be listed on the line entitled "**Address**."
  12. Maryland Resident Agent must **sign** the bond in the space provided. (S)he must also type his/her name, address and Maryland registration number in the spaces provided. Even when the attorney-in-fact for the bonding company is also the Maryland Resident Agent, both sections of the bond must be executed.
  13. Surety company must provide a copy of their Certificate of Authority to do business in Maryland, which is filed with the Maryland Department of Licensing and Regulation, Insurance Division. **The Certificate must be current and is good for one (1) year.**
  14. Corporations (including LLCs) must provide a Certificate of Good Standing in Maryland. Certificates are available from the Maryland State Department of Assessments and Taxation. **The Certificate cannot be more than six (6) months older than the bond date.**

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15. LLCs must provide:

- Articles of organization;
- Operating agreement; and
- An original statement signed by all LLC members, and dated the bond date or after (but not before the bond date), stating that:

“The Articles of Organization were entered into on \_\_\_\_\_ (Date).”

“The Operating Agreement was entered into on \_\_\_\_\_ (Date).”

“There have been no amendments,” or if amendments have been passed, state all amendments and the dates they were passed.

“The Articles of Organization and the Operating Agreement remain in full force and effect.”

## ACKNOWLEDGMENT INSTRUCTIONS

1. Notary Public must notarize **permittee’s** signature. The Notary must complete the appropriate section of the Acknowledgment that corresponds with the permittee’s type of entity — individual, partner or corporation. Only one section should be filled out.

**INDIVIDUAL:** An individual appearing before notary must be the same person as written on the “**Principal**” line. An individual does not own the permittee as a partnership or corporation.

**PARTNERSHIP:** General partner or managing partner must sign on behalf of permittee partnership. Should general partner or managing partner be a corporation, please have President or Vice President of corporation sign. Indicate such a relationship on title line.

**CORPORATION (INC., LLC):** President or Vice President must sign on behalf of corporation (Inc.). That person with ability to bind must sign for an LLC. (This could be a managing member, member, manager, or another. Please read your Operating Agreement carefully). Print the full name of the signee. This name must match the name and title of the principal/licensee signing the bond form. In the first blank (above “**Officer other than Officer signing bond**”), an officer who did not sign the “**Principal**” line must be listed in that space. In the next blank, put this officer’s title. In the following space, fill in the corporation name. In the next blank, which has “**Officer signing bond**” printed underneath it, write in the name of the officer who signed the line labeled “**Principal**.” (S)he must be either the President, Vice President, manager, member of, or another with ability to bind the corporate entity. The name and title of the officers of the corporation must be listed in the space provided.

2. Each Acknowledgment should indicate the following:

- State and County where notary is commissioned (space provided at the top of Acknowledgment).
- Day, month and year (this date must be the same or later than the bond date).
- Notary’s signature, seal and date of commission’s expiration (space provided at bottom of Acknowledgment).