

DMV USE ONLY	
OCCUPATIONAL LICENSING NUMBER	
FIRM NAME	

## NEW DEALER APPLICATION CHECK LIST ✓

Detailed information and instructions in completing and submitting applications are found in the pamphlet, "How To Complete an Application for a Dealer License," OL 248.

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

A – FORMS AND FEES REQUIRED	<i>Attach documents in order stated.</i>	✓
	Non-Refundable Fee of \$176.00. <b>NOTE:</b> Refer to fee information on Page 1 in <i>How To Complete An Application For A Vehicle Dealer License</i> (OL 248) <a href="http://www.dmv.ca.gov/vehindustry/ol/ol_handbooks/ol248.pdf">http://www.dmv.ca.gov/vehindustry/ol/ol_handbooks/ol248.pdf</a>	
	New Dealer Application Check List (OL 248A)	
	Application for Original Occupational License, Part C (OL 12)	
	Original Application for Occupational License, Part A (OL 21A)	
	Surety Bond of Dealer (OL 25) <b>OR</b> Surety Bond of Motorcycle Dealer, Motorcycle Lessor-Retailer, All Terrain Vehicle Dealer, or Wholesale-Only Dealer [less than 25 vehicles per year] (OL 25B) <b>NOTE:</b> Refer to bond information on Pages 6 - 7 in <i>How To Complete An Application For A Vehicle Dealer License</i> (OL 248) <a href="http://www.dmv.ca.gov/vehindustry/ol/ol_handbooks/ol248.pdf">http://www.dmv.ca.gov/vehindustry/ol/ol_handbooks/ol248.pdf</a> .	
	Authorization To Release Financial Information (OL 53)	
	Certificate of Proposed Franchise (OL 124) <i>An OL 124 is required for each make.</i>	
	Property Use Verification for Vehicle Dealer's License (OL 902)	
	Application for Occupational License Personal History Questionnaire, Part B (OL 29B) <i>Required for each person listed under ownership on form OL 12.</i>	
	Appointment of Director as Agent for Service of Process (ADM 9050) <i>Required for each person listed under ownership on form OL 12.</i>	
	Request for Live Scan Service [yellow copy] (DMV 8016) <i>Required for each person completing form OL 29B.</i> Out-of-state residents call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316).	
B – ADDITIONAL DOCUMENTS REQUIRED	<i>Attach documents in the following order.</i>	✓
	Letter of Authorization <i>New trailer dealers only. A Letter of Authorization from a licensed California manufacturer is required for each line.</i>	
	If filing as a Corporation, Limited Liability Company or Limited Liability Partnership owned businesses only: A copy of Articles of Incorporation, Corporate Minutes or other document filed with the Secretary of State, which identifies the officers, share holders and managers.	
	A copy of your Fictitious Name Statement.	
	A signed copy of your rental or lease agreement. Proof of property ownership may be required.	
	A copy of your Business License.	
	A copy of your State Board of Equalization Resale Permit.	
	Photograph(s) of business location. <b>NOTE:</b> Refer to Photograph Procedure information on Pages 4 - 5 in <i>How To Complete An Application For A Vehicle Dealer License</i> (OL 248) <a href="http://www.dmv.ca.gov/vehindustry/ol/photoreq.htm">http://www.dmv.ca.gov/vehindustry/ol/photoreq.htm</a>	



<b>C – OTHER REQUIREMENTS</b>	✓
<p>Participation in the <b>Business Partner Automation</b> program is mandatory for new vehicle dealers. Instructions are available at the following site <a href="http://www.dmv.ca.gov/otherser/bpa/bpa.htm">http://www.dmv.ca.gov/otherser/bpa/bpa.htm</a>  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 has branded the title. Further information regarding NMVTIS or to locate a vendor to access these reports is available at <a href="http://www.vehiclehistory.gov/">http://www.vehiclehistory.gov/</a></p>	
<b>D – IMPORTANT INFORMATION</b> <i>Incomplete applications will be returned.</i>	✓
<p>Keep a copy of all documents for your records.</p>	

Submit the above required forms and documents to a local Occupational Licensing Inspections Office. For office locations refer to [www.dmv.ca.gov/fo/inspector\\_office.htm](http://www.dmv.ca.gov/fo/inspector_office.htm). An Inspector will review the application to ensure all requirements are fulfilled, complete an applicant background check and inspect the established place of business. Temporary permits will only be issued to applicants that successfully clear all three phases of the application process. Incomplete applications will be returned. Unsuccessful applicants will be notified of the discrepancy or decision not to issue.