

HOW TO FILL OUT THE APPLICATION

1. Facility Identification Number

Provide the facility identification number printed above your name and address on your official business certificate, Form MV-61P.

2. Dealer E-mail Address

Provide the e-mail address for your dealership that can receive communications from DMV via the Internet.

3. Contact Person

Provide the name of a person who can be contacted during and outside of your business hours.

4. Telephone/Fax Numbers

- Provide a telephone number where you can be reached during business hours.
- Provide an emergency telephone number where you can be contacted outside your business hours.
- Provide a fax number, if available.

5. Business Name

Provide the business name as it appears on your official business certificate.

6. Business Address

Provide your business address as it appears on your official business certificate.

7. Secure Storage for Plates and In-Transit Permits

Specify the type of security you will use to store plates and in-transit permits. If you check "Other", you must identify type of facility or device. For example, if you will not store plates in a locked safe or a locked room, but will store them in a locked cabinet, check "Other", and write "locked cabinet" next to "Other".

8. Plate Limit

For the last calendar year, list the total original retail sales for the classes of vehicles and trailers shown.

9. Registration Class

Identify the registration class(es) for which you are requesting registration plates and/or in-transit permits.

Signature Line

- Print or type the name of the corporate officer or the owner.
- Provide the signature of the corporate officer or the owner.
- Print or type the title of the corporate officer or the owner.
- Fill-in the date the application is signed.

