



MARYLAND DEPARTMENT
OF TRANSPORTATION

MOTOR VEHICLE
ADMINISTRATION

Business Licensing



Packet

Dealer's License Packet

Business Licensing Packet

New Vehicle Dealer
Trailer Dealer

Used Vehicle Dealer
Emergency Vehicle Dealer

Motorcycle Dealer
Wholesale Dealer

Thank you for your interest in obtaining a Maryland Vehicle Dealers License. For additional help, please contact the MVA Business Licensing Division at mvablcscsd@mva.maryland.gov.

- For more Maryland dealer information, visit the Business Licensing website at mva.maryland.gov/businesses/Pages/dealers.aspx.
- For more information on state and local licensing requirements, visit dsd.state.md.us for Code of Maryland Regulations (COMAR) and visit mgaleg.maryland.gov for Maryland Vehicle Law.

Failure to complete the application and submit all of the required documents will result in your application being rejected. You must complete the following:

- **Application for Vehicle Dealers License (CS-042)** - Make sure the application is completed in its entirety.
 - ◊ Please note: Addendum to Wholesale Vehicle Dealer's License Application should be completed by WHOLESALERS ONLY.
 - ◊ Please note: New Vehicle Certification form is NOT needed by Wholesale Dealers.
- **Dealer Orientation Request (CS-303)** - Before a license can be issued, you must attend a dealer orientation. Please complete the request and submit to the Business Licensing and Consumer Services Division. You will be contacted to sign up for the orientation.
- **Surety Bond of Vehicle or Trailer Dealer (CS-067A)** - The bond required is based on the number of vehicles you sold/ projected to be sold. The bond must be in the full name of the dealership including any trade name. It must reflect the full name of all officers, partners, or owners exactly as shown on the application.
- **Zoning Approval Form (CS-053)**. This form must be presented to the Zoning Board in the County/City where your business is located. A representative of the Zoning Board must complete the lower portion of the form.
- **Trader's License (copy)** - A copy of the trader's license obtained from the Circuit Court in the jurisdiction where your business is located is required.
- **Use and Occupancy Permit** - Is required by applicants using a trailer as an office.
- **Repair Facility Contract (CS-125)** - If you do not have repair facilities at the location where you will be licensed, you must provide a contract with a repair facility within 5 miles of your dealership. The contract must include Maryland State Police (MSP) inspection if applicable.
- **Criminal Background Check (CS-011)** - All applicants/licensees must submit a Criminal Background Check. If you live or have lived in another state within the last year, you must provide a criminal record from that state in addition to the Maryland record check.
- **Department of Assessment and Taxation form/letter** that verifies you are registered to do business in the State of Maryland using the name(s) indicated on your application (see INF-004). Both your corporate and trade names must be registered. The Department of Assessment and Taxation is located at 301 W. Preston Street, Baltimore, Maryland 21201. You may contact them by telephone at 410-767-1330, 1331, or 1332 or visit their website at www.dat.state.md.us/sdatweb/sdatforms.html.
- **Completed Dealer Site Inspection**. Prior to becoming licensed, a Compliance Inspector will go to your place of business and inspect your location to ensure compliance with COMAR. The MVA will contact you to schedule the appointment. Once the Inspector has completed the site inspection the information is forwarded to the Business Licensing office for review. The Business Licensing Division will then conduct final approval.
- **Workers' Compensation** - If you have Workers' Compensation Insurance because you have employees, you must submit a Certificate of Insurance to show proof of Workers' Compensation Insurance. If you are claiming an exemption because you do not have employees an exemption certificate will be needed from Workers Compensation, please contact the Worker's Compensation Office at 410-864-5100 or visit their website at www.wcc.state.md.us to obtain information and the appropriate forms.
- **Liability Insurance** - You must submit a Certificate of Liability Insurance in order to request the use of Interchangeable Dealer plates. The MVA must be listed as the "Certificate Holder" as: Maryland Motor Vehicle Administration Business Licensing and Compliance Rm. 146, 6601 Ritchie Hwy Glen Burnie, MD 21062
- **ERT Contract** - All new licensees (except Wholesale Dealers) are required to contract with an Electronic Registration and Titling (ERT) provider. A copy of your ERT contract is required to be submitted along with your completed application. For vendor contact information please visit mva.maryland.gov/businesses/Pages/ert.aspx.
 - ◊ Please note: this is NOT needed for WHOLESALERS
- **Franchise Approval from Manufacturer** - New Vehicle Dealers must provide verification of franchise agreements from each manufacturer. A manufacturer must also be licensed with the MVA in order to have its products sold by a dealer in the State of Maryland.
 - ◊ Please note: this is NOT needed for WHOLESALERS
- **New Vehicle Certification Form (LCS-22)** - This form defines certain relationships with the manufacturers that cannot be licensed as dealers in Maryland.

Once complete, submit online with the myMVA Business Portal: <https://mymva.maryland.gov/TAP/BUS/>

Application for Vehicle Dealer's License

Type of Dealership Used Car New Car Motorcycle Trailer over 15 feet Boat Trailer/Trailer >15 feet Emergency Vehicle Wholesale		Type of Application Renewal Application Original Application Additional Location Change of Address Change of Ownership	Type of Ownership Corporation Partnership Close Corporation LLC Individual Owner	Dealer's License Number Expiration Date License Control Number	
Company Name		Business Phone Number		Business Hours	
Street Address		City	County	State	Zip Code
Email Address	Employer ID Number/FEIN		Current Trader's License Number		
Primary Contact Full Name		Phone Number		Email Address	
List all owners, partners or officers of the corporation below. Indicate which receives the Gratis Salesman License. Note: One Gratis Salesman's License is issued per dealer license fee paid.					
Full Name		Social Security Number	Position	Home Phone Number	
Street Address			City	State	Zip Code
Full Name		Social Security Number	Position	Home Phone Number	
Street Address			City	State	Zip Code
Full Name		Social Security Number	Position	Home Phone Number	
Street Address			City	State	Zip Code
Other than those listed above, list all that have direct or indirect financial interest in this dealership. Please attach additional statements if more space is required.					
Full Name		Social Security Number			
Street Address			City	State	Zip Code
Full Name		Social Security Number			
Street Address			City	State	Zip Code
List all places for storage			List Makes of Vehicles for which your dealership holds a franchise		

Yes	No	The following questions do not include your personal driver's license unless otherwise noted.												
		<p>1. Do you operate a repair facility at this location? If no, please attach a completed Service Shop Contract (CS-125)</p> <p>2. Have you ever been licensed as a vehicle dealer, salesman or a title service agent in Maryland or any other state? If yes, person licensed: _____ Name of Business: _____ Type of License: _____ License Number: _____ State: _____ Expiration: _____</p> <p>3. Are any administrative actions, including suspension, revocation, refusal or fines pending against any license you've ever held? If yes, Business: _____ Licensee: _____ Type of License: _____ License Number: _____ State: _____ Expiration: _____ Date of Action: _____</p> <p>4. Has any business license you have held in Maryland or any other state been suspended, revoked or refused? If yes, Business: _____ Licensee: _____ Type of License: _____ License Number: _____ State: _____ Expiration: _____ Date of Action: _____</p> <p>5. Have any of the owners, management personnel or any other person who shall have a financial interest, either direct or indirect in the business, ever been convicted of a crime other than a traffic violation? If yes, give details in a separate statement as to date(s).</p> <p>6. Do any of the persons listed on this application have a financial interest, either direct or indirect, with any other new car, used car, motorcycle, trailer or wholesale dealer in this state? If yes, please give details in a separate statement.</p> <p>7. Are you currently employed with a Maryland State Government Agency? If yes, which agency? _____</p> <p>8. Was a dealership at this location previously? If yes, please provide information. _____</p>												
		Insurance Information												
		<p>9. Surety Bond Insurance Company: _____ Policy/Binder #: _____ Agent: _____</p>												
		<p>10. Do you provide Worker's Compensation? If no, attach a copy of your exemption certificate. Insurance Company: _____ Policy/Binder Number: _____ Agent: _____</p> <p>11. Do you provide mechanical repair contracts or extended warranties? If yes, as required by law, I have secured a reimbursement insurance policy as follows. Insurance Company: _____ Policy/Binder Number: _____ Agent: _____</p> <p>12. Number of tags requesting: _____ Number of Salesman Employed: _____ Insurance Company: _____ Policy/Binder Number: _____ Agent: _____</p> <p>13. Please list number of vehicles sold during the previous year. Retail: _____ Wholesale: _____</p> <p>14. For renewals, please list number of dealer tags assigned to the dealership: _____</p>												
		Certification												
		<p>All willful misinformation provided with fraudulent intent may be prosecuted under Maryland Law. I solemnly affirm under penalties of perjury and upon personal knowledge the contents of the foregoing document is true and correct. This dealership meets the location requirements and I/we understand the titling and registration, insurance, inspection and dealer licensing provisions set forth in Maryland Vehicle Law and pertinent Motor Vehicle Administration regulations.</p> <p>Name of Dealership: _____</p>												
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Applicant Signature</td> <td style="width: 33%; border-bottom: 1px solid black;">Printed Name</td> <td style="width: 33%; border-bottom: 1px solid black;">Capacity</td> <td style="width: 10%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Applicant Signature</td> <td style="border-bottom: 1px solid black;">Printed Name</td> <td style="border-bottom: 1px solid black;">Capacity</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Applicant Signature</td> <td style="border-bottom: 1px solid black;">Printed Name</td> <td style="border-bottom: 1px solid black;">Capacity</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>	Applicant Signature	Printed Name	Capacity	Date	Applicant Signature	Printed Name	Capacity	Date	Applicant Signature	Printed Name	Capacity	Date
Applicant Signature	Printed Name	Capacity	Date											
Applicant Signature	Printed Name	Capacity	Date											
Applicant Signature	Printed Name	Capacity	Date											

BOND REQUIREMENTS AND LICENSE FEES

License Type	Number of Vehicles Sold	Amount
New Vehicle	1-500	\$50,000
	501-1,000	\$75,000
	1,001-2,500	\$100,000
	Over 2,500	\$300,000
Used Vehicle	1-250	\$15,000
	251-500	\$25,000
	501-1,000	\$35,000
	1,001-2,500	\$50,000
	Over 2,500	\$150,000
Wholesale	1-250	\$15,000
	251-500	\$25,000
	501-1,000	\$35,000
	1,001-2,500	\$50,000
	Over 2,500	\$150,000

License Type	Number of Vehicles Sold	Amount
Trailer	Boat	\$5,000
Trailer	Under 15 feet	\$5,000
	Over 15 feet:	\$15,000
New Motorcycle	1-500	\$50,000
	501-1,000	\$75,000
	1,001-2,500	\$100,000
	Over 2,500	\$300,000
Used Motorcycle	1-250	\$15,000
	251-500	\$25,000
	501-1,000	\$35,000
	1,001-2,500	\$50,000
	Over 2,500	\$150,000

License Type	Number of Vehicles Sold	Amount
New Emergency	1-500	\$50,000
	501-1,000	\$75,000
	1,001-2,500	\$100,000
	Over 2,500	\$300,000
Used Emergency	1-250	\$15,000
	251-500	\$25,000
	501-1,000	\$35,000
	1,001-2,500	\$50,000
	Over 2,500	\$150,000
Title Service	N/A	\$25,000
Manufacturer, Second Stage Manufacturer, Distributor, or Factory Branch License	1-50 51-500 501-10,000 Over 10,000	\$25,000 \$50,000 \$100,000 \$300,000

LICENSE ISSUANCE AND INTERCHANGEABLE TAG REGISTRATION FEES

Type of Business	Three (3) Year Licensing Fee (New and Renewal)	Three (3) Year Interchangeable Tags (New and Renewal)
New Vehicle Dealer	\$900.00	\$150.00 per tag
Used Vehicle Dealer	\$900.00	\$150.00
Wholesale Vehicle Dealer	\$1050.00	\$150.00
Motorcycle Dealer	\$270.00	\$50.00
Emergency Vehicle Dealer	\$450.00	\$100.00
Trailer Dealer - Boat Trailers - Trailers less than 15 feet in length - Trailers 15 feet or longer	\$300.00 \$300.00 \$300.00	\$97.50 \$97.50 \$97.50
Title Service Agent	\$225.00	N/A
Automotive Dismantler and Recycler	\$360.00	\$125.00
Scrap Processor	\$360.00	\$125.00

Type of Business	Three (3) Year Licensing Fee (New and Renewal)	Three (3) Year Interchangeable Tags (New and Renewal)
Special Mobile Equipment (SME) Owner	N/A	\$125.00 (2 year tag)
Transporter	N/A	\$125.00 (2 year tag)
Factory Branch (of Manufacturer)	\$2,000.00	\$100.00
Finance Company	N/A	\$125.00
Manufacturer, Second Stage Manufacturer, or Distributor		
1 to 50 vehicles transferred per year	\$200.00	\$100.00
51-500 vehicles transferred per year	\$600.00	\$300.00
501 to 10,000 vehicles transferred / year	\$1,000.00	\$500.00
Over 10,000 vehicles transferred per year	\$2,000.00	\$1,000.00

SALESMAN'S LICENSE FEES

Transaction	Fee	Comments
New Salesman's License	\$225.00	3 Years
Renewal Salesman's License	\$225.00	3 Years
Transfer Salesman's License	See Comments	Before 07/01/24: \$67.50 After 07/01/24: \$75.00
Corrected Salesman's License	\$20.00	Remainder of License
Duplicate Salesman's License	\$20.00	

Addendum to Vehicle Dealer's License Application - Wholesale Only

The following are required under Maryland Vehicle Law

1. The person(s) licensed may conduct the licensed activity from:
 - The fixed location specified in the application for the license;
 - A vehicle auction;
 - Other dealer's licensed locations.
2. Proof of ownership or lease for the property where your office will be located. A lease must be for at least one full year for the property. If subleased, primary lease must be submitted to verify right to sublease. A home office must be located in your domicile and must be accessible without going through, past or near any sleeping quarters or other general living areas.
3. A wholesale vehicle dealer may not sell or exchange vehicles with a retail customer at any location.
4. The books of account and records of the licensee shall be kept at the licensed location.
5. A licensee may not remove or relocate the licensed location unless the licensee has applied for and been approved for a corrected license indicating the new location's address.
6. Each licensee shall maintain and keep records required by the statute.
7. The records shall be kept for three (3) years after the transaction, or longer if required by the statute. Note: Federal statutes require odometer documents be kept for five (5) years.
8. During business hours, the records of the licensee shall be open to inspection by the Administration or any law enforcement officer while discharging their official duties.
9. Books and records must be available for inspection during the days and hours of operation as approved by the administration. Indicate below the hours you or a responsible person affiliated with your business will be in the office to provide access to your records. You must maintain the office for inspections at least 20 hours per normal workweek - Monday to Friday 8 am to 5 pm. Don't include the days & times that you will be out at auctions, other dealerships, etc.

	Monday	Tuesday	Wednesday	Thursday	Friday
From:					
To:					

10. Required records - A wholesale dealer shall keep a record of the following:
 - a. The year, make, model and identification number of a vehicle that is bought, sold or exchanged;
 - b. The date that the vehicle is bought, sold or exchanged;
 - c. The amount for which a vehicle is bought or sold;
 - d. The name, address and license number of the other dealer with whom the wholesale dealer conducts a purchase, sale or exchange.
 - e. The odometer mileage statement for a vehicle that is required under the Federal Motor Vehicle Information and Cost Act;
 - f. Each invoice, bill of sale and other pertinent documents and records in the form required by the Administration.
11. With reference to item f, other pertinent documents would include auction slips, evidence of receipt of payment for purchases or evidence of payment at the time of sale.
12. Restrictions on sales and exchanges by wholesale dealers:
13. I understand that violations of laws pertaining to retail sales may result in administrative actions being taken against my wholesale license. These actions may include revocation and may effect any other licenses applied for in the future.

I/we certify that I have read the information contained herein and fully understand those requirements of the law. I/we agree to fully comply with those statutory requirements and certify under penalty of perjury that I/we will not sell to, or exchange vehicles with a retail buyer.

Name of Dealership with Trade Name, if any

Signature	Capacity	Date
Signature	Capacity	Date
Signature	Capacity	Date

New Vehicle Certification Form - NOT needed for Wholesale Dealers

TR15-305 Special requirements for license to deal in new vehicle read in part:

(e) Manufacturers or distributors licensed as dealers. - Notwithstanding subsections (a) and (f) of this section, a manufacturer or distributor may be licensed as a dealer only if the manufacturer or distributor:

1. Operates temporarily a dealership that
 - (i) Was previously owned by a franchised dealer; and
 - (ii) Is for sale to any qualified person at a reasonable price;
2. Operates a dealership in a bona fide relationship in which an independent person:
 - (i) Has made a significant investment, subject to loss, in the dealership; and
 - (ii) Can reasonably expect to acquire full ownership of the dealership under reasonable terms and conditions; or
3. (i) Is a second-stage manufacturer as defined in § 13-113.2 (a) (7) of this article; and (ii) Deals only in Class E (truck) vehicles with a gross weight limit of 10,000 pounds or more, as defined in § 13-916 of this article.

Is the applicant a manufacturer or distributor, or an applicant for a Manufacturer or Distributor's license, or a person who is acting for a partnership or corporation that is owned or controlled under common control with a manufacture or distributor? If yes, attach a written explanation. The applicant may not qualify for licensing as a retail dealer under subsection 15.305(e) of the Maryland Vehicle Law.

Yes

No

I/we certify, under penalty of perjury, that the statement herein is true and correct, to the best of my/our knowledge, information and belief.

Name of Dealership with Trade Name, if any

Signature

Capacity

Date

Signature

Capacity

Date

Signature

Capacity

Date

Business Licensing Orientation Request

Note: Applicants for a dealer or title service license must attend a Business Licensing Orientation Class. This class is scheduled monthly at 9:00 a.m. at the Glen Burnie MVA.

Complete and email this form to: MVABLDISD@mdot.maryland.gov

The orientation will give information that is essential in the daily operation of your dealership and will allow time for any questions you may have. Representatives from Business Licensing and Consumer services will give presentations.

Questions are welcomed and encouraged.

Participant's Full Name	Email Address	Phone Number	Type of License
Participant's Address	City	State	Zip Code

Names of Attendees and Job Titles

The Administration strongly encourages participation by owners, title clerks and any staff who may be involved in the day to day operation of your business.

Licensee Signature

Date

You will be scheduled for the next available class. A confirmation notice will be sent to you at the email address indicated above. If you have any questions or need to reschedule, please email the Motor Vehicle Administration Business Licensing Division at here. Anyone 15 minutes late or more for orientation will be required to reschedule.

Surety Bond of Vehicle or Trailer Dealer

Bond Number	Dealer's License Number	Effective Date
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Know all persons by these presents:

Company/Corporate Name _____

Trade Name, if any _____

Officer(s) Name(s) _____
(Name of all owners, partners and officers)

as Principal, and _____
(Name and address of bonding company)

a corporation organized and existing under the laws of the State of _____ and authorized to do business in the state of Maryland, as Surety, are held and firmly bound unto the Administrator of Motor Vehicles, State of Maryland in the penal sum of _____ lawful money of the United States of America, for the payment of which, well and truly to be made, we and each of us, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed, Sealed and Dated this _____ day of _____, (year) _____.

The condition of this obligation is such that, whereas, the above bounden Principal has or is about to make application to the Administrator of Motor Vehicles for the State of Maryland to engage in the business of: (i) buying and selling motor vehicles or trailers and, (ii) if so licensed, a title service agent; in accordance with the Transportation Article of the Annotated Code of Maryland and Regulations promulgated by the Administrator of Motor Vehicles, is required to furnish a Surety Bond.

Now, therefore, if the above bounden Principal shall conduct the business in full compliance with those Sections of the Transportation Article, of the Annotated Code of Maryland, as set forth in the Regulations of the Administrator of Motor Vehicles for the State of Maryland, then this obligation shall be null and void; otherwise to remain in full force and effect. This bond shall be for the use and benefit of the Administrator of Motor Vehicles of the State of Maryland and for any person who may suffer loss by reason of any violation of the above mentioned laws.

This bond shall run concurrently with the period of the license granted to the Principal, and shall remain in full force and effect for any renewal thereof, provided, however, that the penalty of the bond may not be cumulative from year to year, and the total liability of the Surety herein, may not exceed the sum of _____ regardless of the number of license periods for which the bond is in force.

**Seal
of
Surety**

Signature of President/Owner/Partner

Signature of Vice President/Partner

Signature of Treasury/Secretary/Partner

Signature of Principal (one of the above officers)

By: _____

Surety

By: _____

A surety bond must be submitted prior to issuance of your dealer's license.

Below are the surety bond amounts required for issuance of a license for either a vehicle dealer, trailer dealer or a title service agent.

Please indicate the type and amount of surety bond by initialing the first column.

New Bond Amounts

Effective October 1, 2003

Initials	License Type	Number of Vehicles Sold	Amount
	New Vehicle	1-500	\$50,000
		501-1,000	\$75,000
		1,001-2,500	\$100,000
		Over 2,500	\$300,000
	Used Vehicle	1-250	\$15,000
		251-500	\$25,000
		501-1,000	\$35,000
		1,001-2,500	\$50,000
		Over 2,500	\$150,000
	Wholesale	1-250	\$15,000
		251-500	\$25,000
		501-1,000	\$35,000
		1,001-2,500	\$50,000
		Over 2,500	\$150,000
	Trailer	Boat	\$5,000
		Under 15 feet	\$5,000
		Over 15 feet:	
		1-250	\$15,000
		251-500	\$25,000
		501-1,000	\$35,000
		1,001-2,500	\$50,000
		Over 2,500	\$150,000
	Motorcycle	1,500	\$50,000
	(new)	Over 500	\$75,000
	Motorcycle	1-250	\$15,000
	(used)	251-500	\$25,000
		Over 500	\$35,000
	Emergency	1-500	\$50,000
	Vehicles (new)	Over 500	\$75,000
	Emergency	1-250	\$15,000
	Vehicles (used)	251-500	\$25,000
		Over 500	\$35,000
	Title Service		\$25,000



Apply to register to vote with your driver's license transaction. For details ask your customer service representative.

Zoning Approval Form

To be completed by applicant and presented for approval to the local zoning authorities

Submit with Application

Company name (including trade names)

Business Address - Location to be Licensed

City County State Zip Code

Name and type of storage location

Street Address City or County State Zip Code

Name and type of any additional storage locations

Street Address City of County State Zip Code

Type of Business (check appropriate blocks)

Licenses

Wholesale Title Service
New Vehicle Emergency Vehicle
Used Vehicle Manufacturer
Trailer Distributor
Motorcycle
ADR # of Acres _____
Scrap Processr # of Acres _____

Transporters

Inspection Station
Vehicle Painting/Remodeling/Repair
Auctioneer
New Vehicles for Manufacturer
Other _____

This section to be completed by zoning official to verify applicant has met all local zoning requirements to conduct the type of business specified above.

I certify, that the business of _____
does _____ does not _____ meet all zoning requirements, including the issuance of a use and occupancy permit, if required.

Signed Printed Name

Official Capacity

Telephone # Email Address

Date

Automotive Repair Facility Contract

We, the undersigned _____
NAME OF AUTOMOTIVE REPAIR FACILITY TELEPHONE NUMBER

Address _____
STREET & NUMBER CITY STATE ZIP CODE

MSP Inspection Number, if any _____

having the necessary facilities and equipment to properly service and repair motor vehicles do hereby agree to reasonably, adequately and properly service and repair motor vehicles sold or to be sold by the dealer named in this contract:

Name of Dealership: _____

Address _____
STREET & NUMBER CITY STATE ZIP CODE

This contract shall be effective on and after _____ and will remain in full force and effect until cancellation of the contract by either party, upon written notice to the Motor Vehicle Administration by Registered or Certified Mail.

We hereby certify, under penalty of perjury, that the statements made herein are true and correct, to the best of our knowledge, information and belief.

Witness our Hand(s) and Seal(s)

This _____ day of _____

Signature of Owner of Automotive Repair Facility

Printed Name

Home Address of Owner of Automotive Repair Facility

Signature of Dealer

Printed Name

Motor Vehicle Administration Use Only

Investigator: The Automotive Repair Facility shall be inspected on all new applications. The facility shall be within a five (5) mile radius and cannot be a licensed dealer unless approved by the Administration.

I have this date inspected the above-mentioned Automotive Repair Facility and
Would Would Not recommend approval.

Remarks: _____

Signature of M.V.A. Inspector

Date

MVA Criminal Record Request Form

Please place your photo driver's license below and photocopy.

By my signature, I authorize the Motor Vehicle Administration to perform a criminal background check.

Signature

Date

Name of Business

Type of License

Dealer

Salesman

Professional Driver Instructor

Title Service Agent

Other

Instructions for Criminal Background Request

This form is to be used for the processing of your Maryland criminal background check. At the present time no fee will be charged for this service.

Maryland Residents

This form must accompany all applications from licensees or anyone with a financial interest in a business.

- Provide a clear, legible copy of either your Maryland Photo Driver's License or Maryland Photo ID on the front of this form.
- If you have a change of address that does not appear on your license or ID, please note it on the form.
- Sign the photocopy.
- The copy which contains your original signature must be submitted with your application to the Motor Vehicle Administration.

Out-of-State Residence:

- Applicants will be required to request Criminal Justice Information System background checks from the appropriate Law Enforcement Agency in their state of residence.
- The background checks should not be sent directly from the appropriate Law Enforcement Agency to the Business Licensing & Compliance at the Motor Vehicle Administration.
- For identification purposes, you must submit a clear, legible copy of your out-of-state driver's license or photo ID on this form.

MVA Use Only

Important Tax Message

Please read this important message

The Motor Vehicle Administration (MVA) must receive verification from the Comptroller of Maryland that an applicant for renewal of a Vehicle Dealer, Automotive Dismantler & Recycler, Scrap Processor, Title Service, Manufacturer, Distributor, Factory Branch or Vehicle Salesman license has paid, or satisfactorily arranged for payment of state taxes before the license can be renewed. If an arrangement for payment has been established, you will need a letter of clearance from the Comptroller's Office.

Approximately 90 days prior to your license becoming due for renewal, the MVA will submit your name to the Comptroller's Office. The Comptroller's Office will notify the MVA of those applicants having a problem. The MVA will send a letter informing you if there is a problem. Your license will not be renewed without clearance from the Comptroller's Office. Please share this information with your salespersons.

If you have any questions or need assistance, please call the appropriate phone number listed below to speak with a representative of the Comptroller of Maryland. **MVA cannot assist with tax matters.**

Personal Income Tax.....	410-974-2432
Business Tax.....	410-767-1908
Unemployment Insurance Contributions	410-767-2699
Multiple Tax Liabilities.....	410-767-1908

This notice is sent to alert you that you may need to contact the Comptroller of Maryland and your prompt attention to this notice may help reduce the potential of your renewal being delayed.

Note: These actions were implemented under the Budget Reconciliation Act of 2003 - Chapter 23, Laws of 2003.

Manufacturer Certification

TR15-305 Special requirements for license to deal in new vehicles reads in part:

(e) Manufacturers or distributors licensed as dealers - Notwithstanding subsections (a) and (f) of this section, a manufacturer or distributor may be licensed as a dealer only if the manufacturer or distributor:

- (1) Operates temporarily a dealership that:
 - (i) Was previously owned by a franchised dealer
 - (ii) Is for sale to any qualified person at a reasonable price;
- (2) Operates a dealership in a bona fide relationship in which an independent person:
 - (i) Has made significant investment, subject to loss, in the dealership; and
 - (ii) Can reasonably expect to acquire full ownership of the dealership under reasonable terms and conditions; or
- (3) (i) Is a second-stage manufacturer as defined in § 13-113.2 (a) (7) of this article; and
(ii) Deals only in Class E (truck) vehicles with a gross weight limit of 10,000 pounds or more, as defined in § 13-916 of this article.

Is the applicant a manufacturer or distributor, or an applicant for a Manufacturer or Distributor's license, or a person who is acting for a partnership or corporation that is owned or controlled by or under common control with a manufacturer or distributor? If yes, attach a written explanation. The applicant may not qualify for licensing as a retail dealer under subsection 15.305(e) of the Maryland Vehicle Law.

Yes No

I/We certify, under penalty of perjury, that the statement herein is true and correct, to the best of my/our knowledge, information and belief.

Name of Dealership (including trade names)

Signature

Position

Date

Signature

Position

Date

Signature

Position

Date

Maryland Law is available online at www.lawlib.state.md.us Maryland Code - Transportation Title 15 - Business Licenses Title 13 - Title & Registration