



APPLICATION FOR DEALERSHIP LICENSE

Delaware Title 21, Section 6312, requires the Division of Motor Vehicles to determine if the applicant is of good character and has complied with and will comply with the laws of this and other states. Applicants who answer any item on Question 6 with a "Yes" answer should discuss their answer with Division personnel prior to entering into a lease/purchase agreement, obtaining insurance, phones, etc.

Date of Application: _____ Dealer Number Assigned by DMV: _____

1. Dealership Name: _____ Phone/Cell Number: _____

2. Location of Dealership: _____ City: _____

3. Mailing Address: _____

City: _____ State: _____ Zip: _____

Dealership email address: _____

4. Type of Dealership: (Check One) New Wholesale Mobile Home
 Auction Motorcycle/Moped Repossessor
 Recycler/Salvage Trailer Used

5. List Name, Home Address, Birth Date, and Driver's License number of **All Owners, Partners, and Managers**, if business is not a corporation. **Principal Officers**, if business is a corporation. **NOTE** – Delaware driver's license must be valid for 90 days prior to application date for all owners of used/wholesale vehicle dealers. **If more than three (3) spaces are needed for owner information, please make copies of this page and attach to application.**

A. Name: _____ Title: _____

Home Address: _____

Home Phone No.: _____ Driver's License No./State: _____ Birth Date: _____

B. Name: _____ Title: _____

Home Address: _____

Home Phone No.: _____ Driver's License No./State: _____ Birth Date: _____

C. Name: _____ Title: _____

Home Address: _____

Home Phone No.: _____ Driver's License No./State: _____ Birth Date: _____

All Delaware residents are required to provide a copy of their criminal history for all owners and officers of the dealership. Residents of Delaware that have been in the State for less than two (2) years must attach a criminal history from their last state of residency in addition to their Delaware criminal history. Nonresidents must provide criminal history for owners and officers from their current state. The Delaware criminal history may be obtained from the Delaware State Bureau of Identification, 655 Bay Rd., Dover, Delaware 19901 (800)-464-4357. There is a charge for this service.

6. Have any of the individuals names in Section 5:

Yes No (a) been convicted of an offense other than a traffic violation?

Yes No (b) been subject to any disciplinary action, past or pending, by any administrative, governmental or regulatory body?

Yes No (c) been charged with a violation of any statute, rule, regulation or ordinance of any municipal, administrative, regulatory or other governmental body?

Yes No (d) do any of the above named individuals owe taxes or obligation to the State of Delaware?

Please provide explanation for any of the above questions that are answered "Yes":

7. Complete the following for anyone in Section 5 who has been previously employed in vehicle sales:

Name of Employee	Name of Dealer	State	Date Employed (From – To)

Name of Employee	Name of Dealer	State	Date Employed (From – To)

Name of Employee	Name of Dealer	State	Date Employed (From – To)

8. List Name of References – Business or Personal (must be an individual, non-relative and not a co-applicant)

a.

Name	Address	Telephone Number

b.

Name	Address	Telephone Number

A Delaware Division of Motor Vehicles' Dealer Procedural Manual can be found at: www.dmv.de.gov, click on Forms and Manuals. This manual is supplied to make you aware of the laws, regulations and other requirements that govern vehicle dealers. Dealership owners must be knowledgeable of its contents. Failure to comply with Delaware law and Division of Motor Vehicles rules and regulations may result in your license being suspended. The following are critical items:

1. All dealership records are to be retained for **five (5) years** and must be available for inspection during business hours.
2. The Division must be notified **immediately** of any changes in the business including relocation, telephone numbers, officer/owner names, addresses, etc.
3. A dealer must receive authorization from the Division before issuing a second temporary registration plate to the same vehicle.
4. A dealer must witness proof of **valid liability insurance and driver's license** before issuing a temporary registration.
5. Upon issuing a temporary registration, the dealer **is required** to submit the application for title for any Delaware-registered vehicle within **30 days** of the date of delivery.
6. Dealer plates can only be used on vehicles **owned** by the dealership and a written log of their usage must be maintained.
7. A dealer **must** disclose to a buyer if a vehicle title is or will be branded as **reconstructed, flood-damaged, salvage or previous taxi**. Disclosure forms can be obtained from any Division of Motor Vehicles facility.
8. The dealership must hold a valid Delaware Division of Revenue business license.
9. A completed Federal Trade Commission Buyer's Guide **must** be displayed on a side window of all used cars and trucks with a GVWR less than 8,500 pounds. Motorcycles are exempt.
10. The Division **must immediately** be notified of any vehicle received by the dealership for resale (Dealer's Notification of Used Vehicle Received – MV60 Form). Forms are available at any Division of Motor Vehicles facility.
11. A dealer must comply with the terms of all warranties or guarantees.
12. A dealership owner (except new vehicle dealerships) must be a Delaware resident.
13. A dealership may be held responsible for the acts of its sales people as well as its principal members.

CERTIFICATION OF DEALER RESPONSIBILITIES AND REQUIREMENTS

In submitting this application for the Division of Motor Vehicle's consideration, I/we certify that all motor vehicles or trailers owned by this dealership or under its control will be continuously covered by liability insurance in the minimum amounts required under the Delaware Financial Responsibility Law.

I/we understand Delaware law requires dealers to allow full and free access to all dealership books and records pertaining to the purchase or sale of any motor vehicle or trailer by the dealership. Access shall be granted during regular business hours to duly authorize representatives of the Division of Motor Vehicles, Attorney General's Office or law enforcement officers.

I/we further certify under the penalties provided by law that I/we have read and understand all information requested and requirements stated on this application. The answers are true and correct to the best of my/our knowledge. I/we understand that any dealership license issued is subject to suspension for violation(s) of Title 11 or Title 21 of the Delaware Code; any violation(s) of Delaware Law; or any violation(s) of the Division of Motor Vehicles Rules and Regulations.

I/we hereby certify that there are no misrepresentations or falsifications in the information stated in this application. I/we am/are aware that false or misleading statements will be cause for rejection or revocation of dealer's license and privileges. Any violation of the laws and regulations may result in the suspension of my vehicle dealer's license.

Sworn and Subscribed before
Me on this _____ Day of
_____ A.D. 20 _____

Notary Public

Signature of Applicant Title

Printed Name of Applicant

Sworn and Subscribed before
Me on this _____ Day of
_____ A.D. 20 _____

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Notary Public

Signature of Applicant Title

Printed Name of Applicant

CONCERNS ABOUT YOUR CRIMINAL BACKGROUND HISTORY

If you have concerns that your criminal history may disqualify you from receiving a dealership license, you may contact the investigator listed for the geographic location you are interested in opening up your dealership.

Application for dealership license found at (www.dmv.de.gov).

COMPLIANCE/INVESTIGATION UNIT

Kent County contact:

Karen Carson

(302) 857-5723

karen.carson@state.de.us

Sussex County contact:

Caesar (Woody) Clay

(302) 857-5713

caesar.clay@state.de.us

For New Castle County contact:

(Bear, Delaware City, New Castle, Newark, Odessa, St. George, Townsend, Middletown)

Susan Veasey-Morton

(302) 832-5178

susan.veasey-morton@state.de.us

For Greater Wilmington Area contact:

(Wilmington, Hockessin, Elsmere, Claymont)

Rick Cesta

(302) 434-3224

rick.cesta@state.de.us

Charles Panunto

302-857-5718

charles.panunto@state.de.us