



Motor Vehicle Division

46-0408 R02/19 azdot.gov

MOTOR VEHICLE DEALER APPLICATION

Arizona Department of Transportation, Motor Vehicle Division (MVD)

Please see attached instructions.

Mail completed application to: Include \$15 filing fee (check or money order payable to MVD)

Mail Drop 552-M Motor Vehicle Division PO Box 2100 Phoenix AZ 85001-2100

Section I

A. MVD Dealer License Number (if currently licensed)

B. Application Type (check one)
New Application
New Entity
New License Type

Transaction Privilege Tax License Number

\*Must include a copy of TPT License. This applies to all license types including Wholesale Motor Vehicle Dealers per ARS § 48-4362.3.

C. License Type (for MVD motor vehicle dealer license - check one)
New Motor Vehicle Dealer
Wholesale Motor Vehicle Dealer
Broker
Public Consignment Auction Dealer
Used Motor Vehicle Dealer
Wholesale Motor Vehicle Auction Dealer
Automotive Recycler

Section II

A. Business Information

Business Type
Individual Partnership Corporation LLC LLP LLLC LLLP

Business Name Doing Business As (DBA) if applicable

B. Established Business Address - Submit copy of lease agreement or ownership documents

Street Address City State Zip
Mailing Address (if different from Street Address) NOTE: ALL correspondence, dealer plates and registrations will be sent to this address. There are no exceptions. City State Zip
Office Days and Hours (must match photo of posted hours)
M to Tu to W to Th to F to Sa to Su to
Phone Number Fax Number County
Principal Owner E-mail Address

C. Finance and Record Keeping

- I will have a contractual relationship with a third party lender.
If so, please complete and submit the "Certification of Contract with a Third Party Lender(s)" form #46-0415.
My records will be maintained at the Established Business Address above.
I am applying for a wholesale license and my place of business is a residence.

D. Business Contact The person named below is the local contact person authorized to perform all functions in connection with day to day operations of this entity, including communication between the business and MVD.

Local Business Contact Name (first, middle, last, ) Title
Phone Number Fax Number E-mail Address

**Section III**

**A. Applicants**

Wholesale applicants must be a legal resident of this state per ARS § 28-4335.

Use full name. **Do not use initials.** If no middle name, write "None".

Sole Owner, General Partners and all individuals listed having 20% or more stock or ownership are required to complete a Criminal Records Check and must submit a fingerprint card with "Statement of Personal History/Authorization to Release Information" form including a \$22.00 certified check or money order payable to the Department of Public Safety (DPS) per individual. All Owners/Officers of the entity/corporation are to be listed as applicants.

**("New/Franchise" type applicants are not required to have Criminal Records Check)**

Applicant Name (first, middle, last, suffix)		Title		
Residence Address		City	State	Zip
Residence Phone Number ( )	Ownership/Stock Percentage (if applicable)	Date of Birth		

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**B.**  Yes  No Within the **past 5 years**, has any person listed on this application had a **similar license suspended, revoked or canceled** in this or any other state? If Yes, complete the following.

Name (first, middle, last, suffix)		Year License Was Suspended, Revoked or Canceled		
Business Name				
State	Country	License Status		

**Section IV**

**A. Dealers selling new products:** List the "Make" of products you are authorized to sell. A written notice of authorization from the manufacturers and/or distributors must accompany this application.

Product by Make			

**B.**  Yes  No Is there an existing dealership/automotive recycler at the business address? If Yes, complete the following.

Existing Dealership/Recycler Name and Explanation
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**C.** If corporation is not resident in this state, designate an Arizona resident agent upon whom service of process may be made.

Name of Individual/Corporation Upon Whom Service Can Be Made	Phone Number (     )	
Arizona Business Address	City	Zip

**Section V – Site Information**

<b>This Portion Must Be Completed In Full</b>
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**A. Business Sign**

- Signage is permanently affixed or erected. (A banner will not be accepted)  
If No, date of permanent affixture prior to licensure: \_\_\_\_\_ (Attach a paid invoice for sign)
- Signage is legible at a minimum 300 feet during daylight. (Not applicable to Wholesale Dealer applicants)
- Sign affixed to:  Building     Driveway Entrance     Residence     Office Entrance
- Retail dealers; sign reads business name or DBA as indicated on page one and indicates the type of business being conducted from the location, i.e., "auto sales".
- Wholesale Dealer operating from residence; signage is permanently affixed at entrance, states business name and "Wholesale Motor Vehicle Dealer". There is no size requirement.

**New Motor Vehicle Dealer Applicants Only**

In lieu of photos, a written notice from the manufacturers and/or distributors may certify that, "The appointed franchisee will comply with all site and signage requirements as prescribed by Arizona Revised Statutes Title 28, Chapter 10."

**B. Established Place of Business To Be Licensed**

- There is sufficient space designated to display two or more vehicles. (Does not apply to Wholesale Dealers)
- The building will be devoted principally to the dealership business. (Does not apply to Wholesale Dealers)

Place of business is a (check if applicable):

- Building devoted to dealership
- Suite with its own private entrance from the outside
- Trailer that is permanently affixed

**C. Photos – Must attach photos of:**

- Business sign
- Entire lot, including space to display
- All four sides of building – except Wholesale
- Posted Address and Hours of operation
- Records storage **and** office areas
- Photo of fenced-in/enclosed yard for Auto Recyclers
- Signage for Public Consignment Auction Dealers giving notice of:
  - o NO IMPLIED WARRANTY and
  - o EMISSIONS IS RESPONSIBILITY OF PURCHASER

**Section VII**

**Continuation Fee**

Every MVD motor vehicle dealer license type must be continuous from the date of issuance. A renewal fee must be paid on or before the expiration date of your license. If paid after the expiration date, the payment will be deemed delinquent and a penalty fee will be added and collected.

**Certification**

I hereby certify that my assigned MVD motor vehicle dealer license will not be sold, leased, rented or loaned, nor used for any purpose other than in the conduct of business by this dealership at the licensed established place of business or place of business. The business to be carried on, if licensed herein applied for is granted, will be conducted in compliance with the Arizona Revised Statute and Administrative Rule.

I understand that Arizona law requires a Motor Vehicle Division licensee, who is licensed by the Arizona Department of Transportation, to notify the Motor Vehicle Division in writing within 30 days when an officer, member, owner, director, partner, agent or stockholder owning 20% of the corporation is added or changed.

I understand that when a licensee moves from one location to another or changes their business name, they must submit form #38-5118 Dealer Record Amendment (found in Frequently Used Forms), the applicable fee and requested supporting documentation per A.R.S. § 28-4408.

I understand that should I cancel my dealer license, I will submit my signed, written request to Dealer Licensing with all dealer plates assigned to my dealer license.

Your signature indicates that all of the above listed information is true and accurate. This application is a legal document and will be considered as sworn testimony in accordance with A.R.S. § 28-3479 and A.R.S. § 13-2702.

If individual, must be signed by owner. If partnership, must be signed by all partners. If corporation, must be signed by one corporate officer.

Owner, Partner, Officer Signature		Title	Date
Partner Signature	Date	Partner Signature	Date
Partner Signature	Date	Partner Signature	Date

**MVD Use Only**

Receive Application		Money Order/Amount	Checks/Amount
Received and Accepted By	Date		
Received and Accepted By	Date		
Received and Accepted By	Date		

Review and/or Process Application					
1st Review Date	2nd Review Date	3rd Review Date	1st Return	2nd Return	3rd Return
Date Fees Posted To ARMANI (date) (check #)		Date Background Check Sent To CRCU	Accepted By		Date Accepted

— Application Notification —

The following portions of A.R.S. § 41-1030 are provided for your reference:

- B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorized the requirement or condition.
- D. This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in action against the state for a violation of this section.
- E. A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the agency's adopted personnel policy.
- F. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02



MOTOR VEHICLE DEALER APPLICATION CHECKLIST

I have completed and included all of the following with my application, as applicable.

- 15.00 filing fee, check payable to Motor Vehicle Division (MVD)
Fingerprint card(s) submitted in provided envelope sealed by fingerprint technician.
Submit a \$22.00 certified check/money order payable to the Department of Public Safety (DPS)
Authorization to Release Information Statement of Personal History form # 46-0407, required for background check
Surety Bond and Power of Attorney, with original stamp, embossed seal or sticker and for amount appropriate to license type signed by the principal/officer
A copy of your Transaction Privilege Tax License with physical address of the dealership. This applies to all license types including Wholesale Motor Vehicle Dealers per ARS § 48-4362.3.
Articles of Incorporation/Organization or Partnership Agreement filed in Arizona (copy)
All photos as listed on page # 3
Out of state articles filed with the Arizona Corporation Commission as a foreign authority
Manufacturer/Distributor's authorization letter for each new product for which franchise is required for NEW MVD motor vehicle dealer applicants, signed by the manufacturer/distributor for each product, as applicable.
Dealer Plate Application, if applicable
Authorized Presence document for Individual or Partnerships only
Copy of the lease agreement/ownership document (Used, Broker, Public Consignment and Automotive Recycler)

I have:

- Completed all applicable check boxes
All information on all documents
Signed and notarized documents where applicable
Made copies of the completed application packet for my personal record

Background check

Motor Vehicle Dealer pre-printed fingerprint card(s), Technician Form and provided envelope are available for request at the Dealer Licensing website www.azdot.gov/dealerlicensing or pick up at the Guard Station located at the ADOT Building, 1801 W. Jefferson St. Phoenix, AZ 85007. Complete the fingerprint card(s) at any law enforcement agency. The fingerprint technician will place the completed fingerprint card along with the completed "Fingerprint Technician" form 99-0141A R03/17 in the provided envelope, sealed by the technician and returned to the applicant for submission with the application.

Information may be found on ADOT's Dealer Licensing website at www.azdot.gov/dealerlicensing

Mail the Motor Vehicle Dealer Application, all required documents and fees to:

MAIL DROP 552-M
MOTOR VEHICLE DIVISION
PO BOX 2100
PHOENIX AZ 85001-2100

NOTE: Those entities that meet the statutory definition of a Sales Finance Company under ARS § 44-281 are still required to be licensed by the Department of Financial Institutions (DFI). You will need to check with DFI regarding licensing requirements. Click HERE for the DFI Sales Finance Company web page.

ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS
2910 N 44TH ST STE 310
PHOENIX AZ 85018-7270
Phone: (602) 771-2800
Fax: (602) 381-1225

**PAGE 1 OF APPLICATION****Section I-A**

If currently licensed by ADOT, enter the license number.

**Section I-B**

Indicate the Application Type by checking the one box that applies. Enter the Transaction Privilege Tax License Number and include a current copy of the License with the application.

**Section I-C:**

You may only select one license type. Please refer to the following license type definitions:

- **New Motor Vehicle Dealer** – A person who buys, sells, exchanges, or offers or attempts to negotiate a sale or exchange of any interest in, or who is engaged in the business of selling, new motor vehicles or used motor vehicles taken in trade on new motor vehicles or used vehicles purchased for resale.
- **Used Motor Vehicle Dealer** – A person, other than a new motor vehicle dealer, who buys, sells, auctions, exchanges or offers or attempts to negotiate a sale or exchange of any interest in, or who is engaged in the business of selling, seven or more used motor vehicles in a continuous 12 month period.  

Used motor vehicle dealer does not include a wholesale motor vehicle auction dealer or public consignment auction dealer.
- **Wholesale Motor Vehicle Dealer** – A person who sells used motor vehicles only to licensed motor vehicle dealers.
- **Public Consignment Auction Dealer** – A person who at the public consignment auction dealer's established place of business or at an authorized off-premises location pursuant to the requirements of 28-4401 in the business of both of the following:
  - Conducting live auctions with a licensed auctioneer verbally calling for and accepting bids
  - Providing live auction services to the public on a consignment contract basis
- **Broker** – A person who for a fee, commission or other valuable consideration offers to provide, provides or represents that the person will provide a service of arranging or assisting in effecting the purchase of a motor vehicle and who is not a/an:
  - New motor vehicle dealer or an employee or agent of a new motor vehicle dealer
  - Used motor vehicle dealer or an employee or agent of a used motor vehicle dealer
  - Manufacturer or an employee or agent of a manufacturer
  - Auctioneer or engaged in the auto auction business
- **Wholesale Motor Vehicle Auction Dealer** – A person who is in the business of providing auction services solely in wholesale transactions to motor vehicle dealers licensed by this state or any other jurisdiction, and who neither buys, sells nor owns the motor vehicles he or she auctions in the ordinary course of business.
- **Automotive Recycler** – A person who is engaged in the business of buying or acquiring a motor vehicle solely for the purpose of dismantling, selling or otherwise disposing of the parts or accessories and who dismantles six or more vehicles in a calendar year.

**Section II-A**

- Indicate the Business Type (entity) for the applicant by checking the one box that applies to this application:

**Individual or Partnership** – Must use a business name when filing as an individual or partnership, and must register your DBA or trade name with the Arizona Secretary of State.

**Corporation** – Contact the Arizona State Corporation Commission. You must submit an approved copy of your articles of incorporation and any amendments with your application.

**Foreign Corporation** – Contact the Arizona State Corporation Commission. If your corporation has been incorporated in a state other than Arizona, the corporation must be authorized to conduct business in this state. You must submit a copy of the approved application for authority and a copy of your Articles of Incorporation from the state in which you are incorporated.

**Limited Liability Company** – Contact the Arizona State Corporation Commission. They will assist you in either forming under Arizona law or applying for registration to transact business in Arizona as a foreign limited liability company. You must submit an approved copy of the articles of organization (for domestic companies) or a copy of the approved registration (for foreign companies) with your application.

**Limited Partnership or Foreign Limited Partnership** – Must provide an approved copy of your partnership agreement.

- Enter your Business Name and DBA, if applicable.

#### **Section II-B**

- Enter the complete Street Address from which you will be conducting business and submit a copy of lease agreement or ownership documents.
- Enter the complete Mailing Address for the business if different from the Street Address of the business.
- Indicate the Office Days and Hours of Operation. Note: "by appointment only" is not acceptable.
- Enter the Business Phone Number, the Fax Number, and the County in which the business is located.
- Enter the E-mail Address of the Principal Owner; (all notifications and correspondence from MVD will be sent to this address).

#### **Section II-C**

- Verify the records will be maintained at the Established/Principal Business Address including wholesale dealers

#### **Section II-D**

- Enter the Name, Title, Phone Number, Fax Number and E-mail Address for the local Business Contact that is authorized to perform all functions in connection with day to day operations of the business making application. Must be a local person with Arizona residence (proof of residency = Arizona driver license or identification card)

### **PAGE 2 OF APPLICATION**

#### **Section III-A**

- Enter the full Name, Title, complete Residence Address, Residence Phone Number, Stock Percentage (if applicable), and Date of Birth for all applicants. The applicants listed should match the Partnership, LLC, and Corporation, etc. copy of the documents filed with the Arizona Corporation Commission and/or Secretary of State and submitted with this application.

#### **Section III-B**

- Check the box for Yes or No as applicable to indicate whether any person listed on the application has had a similar MVD dealer license suspended, revoked or canceled in Arizona or any other state.
- If Yes, enter the Name of the applicant, the Year the suspension, revocation or cancelation occurred, the Business Name suspended, revoked or canceled, the State and Country the license suspension, revocation or cancelation occurred in, and the current status of the license that was suspended, revoked or canceled.

### **PAGE 3 OF APPLICATION**

#### **Section IV-A**

- Applicants to be a dealer selling new products must list the make of all products they are authorized to sell and must submit a written letter of authorization from the appropriate manufacturer and/or distributor with the application (You will want to confirm the manufacturer/distributor is licensed in Arizona prior to submitting your application to be a Franchised Dealer).



#### **Section IV-B**

- Check the box for Yes or No as applicable to indicate whether there is an existing dealership/automotive recycler currently at the Established Business Address.
- If Yes, enter the business name of the dealership/automotive recycler in the space provided along with the explanation for the above circumstances.

#### **Section IV-C**

- If the applicant is considered a Foreign Corporation, LLC, etc. and not a resident of Arizona, enter the Name, Phone Number, Arizona Business Address, City and Zip for the individual or corporation upon whom service of process can be made. If not applicable, write N/A in the Name box.

#### **Section V-A**

- Check the box to certify whether the Business Sign is permanently affixed or erected. Banners are not acceptable.
- If No, indicate the date the sign will be permanently affixed in the space provided. (License will not be issued until sign is affixed)
- Check the box to indicate the Business Sign is legible from a minimum distance of 300 feet during daylight hours. Note – Business Sign must indicate that the business of a motor vehicle dealer or automotive recycler is conducted from the premises.
- Check the box for Building, Driveway Entrance, Residence or Office Entrance as applicable to indicate where the sign is erected or affixed.
- Check the box to verify your business name or DBA is reflected on your sign exactly as it is on the application.

#### **Section V-B**

- Check the box to certify there is sufficient space to display two or more vehicles at the Established Business Address.
- Check the box to certify the building at the Established Business Address will be devoted principally to the dealership business.
- Check the box for Building or Suite or Trailer or Residence as applicable to indicate the type of structure at the Established Business Address
- If Suite, check the box for Yes or No as applicable to indicate whether the suite has a private entrance from outside.
- If Trailer, check the box for Yes or No as applicable to indicate whether the trailer is permanently affixed. A trailer is considered permanently affixed if it is set up and anchored without wheels.

#### **Section V-C**

- The photos listed must be included as part of the application. All photos must be hard copies; no CD's, DVD's, photo disks, flash drives, or other storage devices will be accepted.
- Applicants for an MVD New Motor Vehicle Dealer License may include the written notice from the manufacturers and distributors as indicated on the application that they will meet all site and signage requirements per ARS Title 28, Chapter 10

### **PAGE 4 OF APPLICATION**

#### **Section VII**

- All applicants must read the information on the Continuation Fee and Certification statement.
- If the applicant is an individual, the application must be signed by that individual; if it is a partnership, the application must be signed by all partners; if the applicant is a corporation, the application must be signed by one corporate officer that is listed on the Articles of Incorporation.