



## Part One – The Paper Chase

**Step 1:** Fill out the Application for Dealer License (TC-301) **completely**.

- Use the legal name registered with The Utah Department of Commerce and under which you will be conducting your business.
- Provide complete information, including the name and information of each owner, partner, corporate officer or member.
- Be certain to have each owner, partner, corporate officer or member sign the application.

**Step 2:** Complete a standard FBI Fingerprint Card and a Fingerprint Waiver (TC-465) for each owner, corporate officer or member.

- Be certain that each person who submits their fingerprints signs a waiver.
- The fingerprint card must be filled out **completely**, and signed by the applicant and the peace officer doing the printing or it cannot be accepted.
- Please note, any criminal conviction for a motor vehicle or drug related crime, fraud or registrable sex offense could be grounds for denial.

**Step 3:** Include a passport-type photo of each owner, partner, corporate officer or member

- The photo should only show the head and shoulders and must be large enough to see the face clearly. Photos MAY NOT be smaller than a passport photo, nor larger than a 5 x 7 print. Polaroid-type photos are acceptable if head and shoulders fill the entire frame. Each photo must be of ONE person. Label each photo with the name of the person pictured.

**Step 4:** Have your bonding insurance company fill out the Bond of Motor Vehicle Dealer, Crusher or Body Shop (TC-450). The Company name on the bond must read **EXACTLY** as it does on application form TC-301, including your entity name and your DBA name. The bond must have a revision date of 10/13.

- After the bonding company completes the bond, it should be returned to the dealership. An owner, partner, corporate officer or member must sign the front as "Principal" (line located just above the insurance agent's signature on the face of the bond) in front of a notary.
- Be certain that the notary signs and seals the back of the bond.
- The bond company must either have the designated attorney-in-fact sign the back of the bond in the last

section, Affidavit of Qualification, or attach a power of attorney to the bond.

**Step 5:** A photo of the dealership location that shows the sign must be included with the application.

- Company name on sign must read **EXACTLY** as it appears on the application and bond. If you have a DBA, the name must match your DBA.
- Please be certain that the sign is legible and permanently attached in the photo, and that the facility is shown.

**Step 6:** You must secure a sales tax number issued to the dealership by the Utah State Tax Commission. Submit the application (TC-69) either by mail or in person to the Utah State Tax Commission at 210 North 1950 West, Salt Lake City, Utah 84134. (Before a Utah State Sales Tax number can be issued you must also have a federal I.D. number for the dealership.)

**Step 7:** Each person involved with the dealership as an owner, partner, corporate officer, or member must attend an eight-hour training seminar.

- The following organizations offer training either online or in person:
  - Sonja Jorgensen 801-347-5405, [sjorgensenlaw@gmail.com](mailto:sjorgensenlaw@gmail.com), or [utahmved.org](http://utahmved.org)
  - Independent Dealer Solutions 801-566-3802, [ajones@idsinfo.com](mailto:ajones@idsinfo.com), or [independentdealersolutions.com/education](http://independentdealersolutions.com/education)
  - Easy MVED, [easymved@gmail.com](mailto:easymved@gmail.com), or [easymved.com](http://easymved.com)
  - MVED Utah 435-764-1737, [support@mvedutah.com](mailto:support@mvedutah.com), or [mvedutah.com](http://mvedutah.com)
  - MVED.org 801-919-6384, [info@mved.org](mailto:info@mved.org), or [mved.org](http://mved.org)
  - MVED en Espanol 801-916-7825, [mvedenespanol@gmail.com](mailto:mvedenespanol@gmail.com), or [mvedspanishtrainingeducation.org](http://mvedspanishtrainingeducation.org)
- Submit the signed **original** training certificate or Web training printout with the application.

**Step 8:** Franchised dealers must include a copy of the franchise agreement(s).

**Step 9:** In order to obtain dealer plates, complete the plate section of TC-301 and provide a copy of your plate insurance declaration page(s). Initially there is a limit of five plates. If you do not order plates when applying to become a dealer, it can take 4-6 weeks for future plate orders.

<b>Bonds</b>	<b>Amount</b>	<b>Notes</b>
Motor vehicle dealer . . . . .	\$75,000	
ATV/snowmobile/motorcycle/small trailer . . . . .	\$10,000	A small trailer is a trailer that has an unladen weight of 750-1999 lbs.
<b>Fees</b>	<b>Amount</b>	<b>Notes</b>
New/used MV/large trailer dealer application . . . . .	\$127	
New/used motorcycle/ATV/snowmobile/ . . . . . small trailer dealer application	\$51	
BCI Fingerprint . . . . .	\$30 each	Western Identification Network (fingerprint) background check = \$20; Rapback subscription = \$10 (UCA §41-3-205.5)
Dealer plates . . . . .	\$12.00 each, plus handling fee	Five plate maximum

## Part Two – The Location

### Requirements

- Permanent office structure where the dealership records can be stored and reviewed safely. This area **cannot** be shared with any other business and must meet all local zoning and business requirements.
- Permanent sign at least 24 square feet. The sign must be painted on or permanently affixed to the building, or cemented in the ground — **BANNERS ARE ONLY ALLOWED IF PERMANENTLY AFFIXED.**
- Display area for at least three vehicles. This area must be used for display only and denoted by a fence, chain or some other approved method.
- The sign, office and display area must be contiguous. No other business shall have to impede this area to get to their location, nor must anyone have to pass through another business' area to arrive at the dealership.
- **Please note that all licenses issued by MVED expire on June 30. Licenses are not prorated.**

### Considerations

- After submitting the application packet please allow five to ten working days for a site inspection. After the site passes inspection, you will receive your dealer license within three to five working days.
- Application packets received that are incomplete **will be returned.**
- Licensees who finance their own sales in-house must file notification under Utah Consumer Credit

Code with the Department of Financial Institutions, located at 324 S. State, Suite 201, SLC Utah 84111 801-538-8830.

- Your business information must be filed with the Department of Commerce at 801-530-4849. Before registering a name with the Department of Commerce, please contact MVED at 801-297-2600. MVED will not license dealers with similar names, to avoid public confusion. Names will be considered on a case-by-case basis.
- If you are registering as a new motor vehicle or new powersport vehicle dealer, manufacturer, distributor or other representative of a franchisor, you may also be required to register with the Department of Commerce under the New Automobile Franchise Act, Utah Code §13-14-105, or the New Powersport Vehicle Franchise Act, Utah Code §13-35-105. See the following websites:  
[admin.commerce.utah.gov/programs-we-administer/new-automobile-franchise-act/](http://admin.commerce.utah.gov/programs-we-administer/new-automobile-franchise-act/) and  
[admin.commerce.utah.gov/programs-we-administer/](http://admin.commerce.utah.gov/programs-we-administer/), or call 801-530-6431 for more information.
- Salespeople must also be licensed. Please contact Motor Vehicle Enforcement Division for a salesperson packet. Each owner, partner, corporate officer or member of the dealership is issued an owner license which allows them to sell.
- If you have any questions or concerns, please contact Motor Vehicle Enforcement Division at 801-297-2600.