INTERACTIVE BUSINESS LICENSING & CONSUMER SERVICES MANUAL

Dealers / Title Services / Vehicle Programs

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Link to Interactive Title & Registration Manual

- **http://www.mva.maryland.gov/_resources/docs/Interactive-Title-and-Registration-Manual.pdf**

Business Licensing and Consumer Services Contact List
Direct E-mail – mvablcsd@mva.maryland.gov

MVA Representative	Designation	E-mail
G Janey	#-AN	gjaney@mva.maryland.gov
L Morlan	AO-AR	lmorlan@mva.maryland.gov
	BK-BO	
	CG-CI	
D Walker	AS-BJ	dwalker2@mva.maryland.gov
D Eaton	BP-CF	deaton@mva.maryland.gov
T Cobb	CJ-DA	tcobb@mva.maryland.gov
Y Alexander	DP-FO	yalexander@mva.maryland.gov
E Toogood-Askie	FP-HI	etoogood@mva.maryland.gov
Y Simmons	DB-DO	ysimmons@mva.maryland.gov
	HJ-HO	
	N-NR	
	SV-TE	
N Cook	HP-JR	ncook@mva.maryland.gov
L Slater	JS-LZ	lslater@mva.maryland.gov
A Holton	M-N&	aholton@mva.maryland.gov
D Banks	NS-PR	dbanks@mva.maryland.gov
F Parker	PS-RZ	fparker@mva.maryland.gov
J Kuti	S-SU	jkuti@mva.maryland.gov
L Smith	TF-ZZ	lgough@mva.maryland.gov

Counter
James Bowser — jbowser@mva.maryland.gov

Cashier
D Keys — dkeys@mva.maryland.gov

Late Titling
M. Wagner — mwagner@mdot.state.md.us

Supervisors
K. Lucas — kwilliams1@mdot.state.md.us

Managers
S. Moore, Section Manager — smoore1@mdot.state.md.us
W. Johnson, Section Manager — wjohnson@mdot.state.md.us

BUSINESS LICENSING ONLINE RESOURCES AND FORMS

Visit the MVA's website at:

www.mva.maryland.gov

MVA Forms, Business Applications, and Dealer Bulletins are available on the MVA Web site

MVA Forms

- **http://www.mva.maryland.gov/Online-Services/Docs/default.htm**

Business Application Forms

- **http://www.mva.maryland.gov/forms/business-services.htm**

Dealer Bulletins

- **http://www.mva.maryland.gov/businesses/bulletins/dealerbulletins.htm**

For more information on State and Local licensing requirements, visit the Business License Information System website:

- **http://business.maryland.gov/start**

For more information on COMAR, Rules and Regulations, visit the following website:

- **www.dsd.state.md.us**

For more information on Maryland Law

- **http://www.lawlib.state.md.us**

Article-Transportation

Section 13 – Title & Registration

- **http://lawlib.state.md.us/ or http://www.lexisnexis.com/hottopics/mdcode/**

Section 15-Business Licenses

- **http://lawlib.state.md.us/ or http://www.lexisnexis.com/hottopics/mdcode/**

DEALER ASSOCIATIONS

MARYLAND AUTOMOBILE DEALERS ASSOCIATION

410-269-1710

- **HTTP://MDAUTO.ORG**

WASHINGTON AREA NEW AUTO DEALERS ASSOCIATION

202-237-7200

- **HTTP://WWW.WANADA.ORG**

MARYLAND DELAWARE INDEPENDENT AUTOMOBILE DEALERS ASSOCIATION INC.

410-269-4137

- **http://www.miada-diada.com/**

ERT VENDORS

TO INQUIRE ABOUT ELECTRONIC REGISTRATION AND TITLING SERVICES, PLEASE CONTACT ANY ONE OF THE FOLLOWING COMPANIES:

CVR 1-800-333-6995	**DealerTrack 1-800-876-2312**	**Title Tech 1-866-689-0578**
www.cvrreg.com	**www.dealertrack.com/rts**	**www.titletec.com**

OPENING A DEALERSHIP

All Dealer Licenses are issued for a period of two years

Basic information about the types of licenses issued by the Business Licensing and Consumer Services Division (BL&CS) can be found below. Appropriate fees apply for each type of license or change to a license. Additional information about each license type can be found by accessing licensing packet link in the appropriate process description.

Note: sellers of low speed vehicles will be licensed as either new or used vehicle dealers, as appropriate.

License Type	Description	Licensing Process
New Vehicle Dealer	Sells new vehicles under a franchise agreement with a licensed manufacturer or distributor. A location suitable for retail sales is required.	**http://www.mva.maryland.gov/businesses/_docs/New-Vehicle-Dealer-Business-Licensing-Packet.pdf**
Used Vehicle Dealer	Sells used vehicles to the public and other dealers. A physical location suitable for retail sales from which the sales are conducted is required. Vehicle sales must be the principal or only business conducted at that location.	**http://www.mva.maryland.gov/businesses/_docs/Used-Vehicle-Dealer-Business-Licensing-Packet.pdf**
Wholesale Dealer	Buys, sells, and exchanges used vehicles with other dealers. May purchase vehicles from the public. MAY NOT SELL TO THE RETAIL PUBLIC. Location may be an office only. **Note:** Charities that accept donated vehicles for resale to a dealer must have a wholesale dealer's license. If the charity wants to sell the donated vehicle to the public, a used vehicle dealer's license is also required.	**http://www.mva.maryland.gov/businesses/_docs/Wholesale-Dealer-License-Packet.pdf**

Motorcycle Dealer	Sells new motorcycles under a franchise agreement with a license manufacturer or distributor. May be licensed to sell only used motorcycles. A location suitable for retail sales is required.	**http://www.mva.maryland.gov/businesses/_docs/Motorcycle-Dealer-Licensing-Packet.pdf**
Emergency Vehicle Dealer	Sells new and used emergency vehicles under a franchise agreement with a licensed manufacturer or distributor. Location may be an office only.	**http://www.mva.maryland.gov/businesses/_docs/Emergency-Vehicle-Dealer-Business-Licensing-Packet.pdf**
Trailer Dealer • Boat • Under 15' • Over 15'	Sells new trailers under a franchise agreement with a licensed manufacturer or distributor. May be licensed to sell only used trailers.	**http://www.mva.maryland.gov/businesses/_docs/Trailer-Dealer-Business-License-Packet.pdf**
Title Service Agent	Transports MVA paperwork and fees to and from MVA offices for customers. Some Title Service Agents process the documents from their office electronically.	**http://www.mva.maryland.gov/businesses/_docs/Title-Service-Agents-License-Packet.pdf**
Manufacturer	A manufacturer of a new vehicle constructed in the United States. Licensee does not have to be located in Maryland.	**http://www.mva.maryland.gov/businesses/_docs/Manufacturer-Distributor-License-Packet.pdf**
2nd Stage Manufacturer	A manufacturer of a new two-stage vehicle completed in the United States. Licensee does not have to be located in Maryland.	**http://www.mva.maryland.gov/businesses/_docs/Manufacturer-Distributor-License-Packet.pdf**

Distributor	An authorized importer of new vehicles manufactured or assembled outside the United States who may enter into franchise contracts with dealers. Licensee does not have to be located in Maryland.	**http://www.mva.maryland.gov/businesses/_docs/Manufacturer-Distributor-License-Packet.pdf**
Automotive Dismantler & Recycler	Acquires vehicles to dismantle, destroy, or scrap for the sale of their parts and materials. A location suitable for sales and storage is required.	**http://www.mva.maryland.gov/businesses/_docs/Dismantler-Recycler-And-Scrap-Processor-License-Application-Packet.pdf**
Scrap Processor	Has a facility to process vehicle scrap for resmelting purposes.	**http://www.mva.maryland.gov/businesses/_docs/Dismantler-Recycler-And-Scrap-Processor-License-Application-Packet.pdf**
Salesman	Sells or attempts to induce the sale of vehicles. Is employed by licensed vehicle dealer.	**http://www.mva.maryland.gov/_resources/docs/CS-043_12-13.pdf**

Current MVA Fee Listing

http://www.mva.maryland.gov/AboutMVA/FEE/default.htm#Dealer

REGISTERING YOUR BUSINESS WITH THE DEPARTMENT OF ASSESSMENTS AND TAXATION

All applicants for licenses in the State of Maryland must be registered to do business with the Department of Assessments and Taxation using the name(s) indicated on your application. Both corporate and trading names must be registered. Instructions and forms are available at:

http://www.dat.state.md.us

APPLYING FOR A TRADE NAME

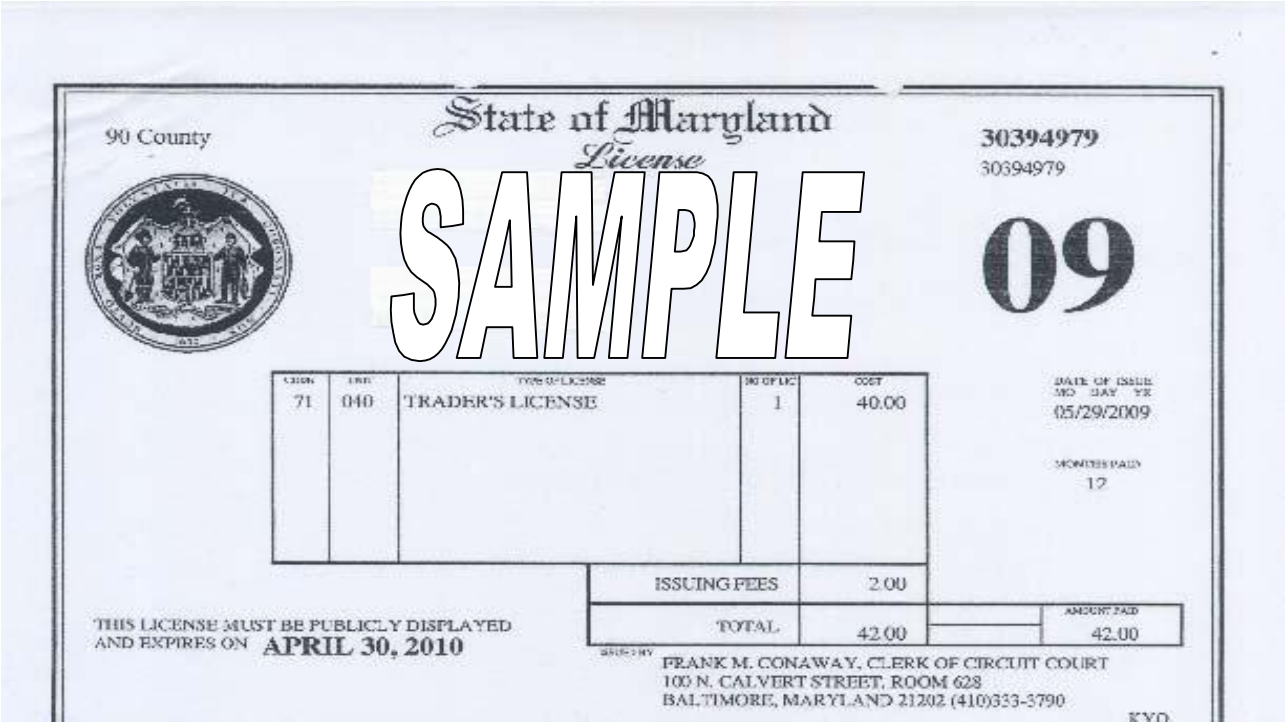
Instructions and forms available at:

https://egov.maryland.gov/Easy

TRADER'S LICENSE

TRADERS LICENSES ARE OBTAINED FROM THE CIRCUIT COURT OF THE MUNICIPALITY IN WHICH YOUR BUSINESS WILL BE LOCATED.
THE CIRCUIT COURT INFORMATION IS AVAILABLE AT:

http://www.courts.state.md.us



90 County

State of Maryland
License

SAMPLE

30394979
30394979

09

CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST
71	040	TRADER'S LICENSE	1	40.00

DATE OF ISSUE MO DAY YR
05/29/2009

MONTHS PAID
12

ISSUING FEES	2.00
TOTAL	42.00

AMOUNT PAID
42.00

THIS LICENSE MUST BE PUBLICLY DISPLAYED AND EXPIRES ON **APRIL 30, 2010**

SECRETARY

FRANK M. CONAWAY, CLERK OF CIRCUIT COURT
100 N. CALVERT STREET, ROOM 628
BALTIMORE, MARYLAND 21202 (410)333-3790

KYO

New Car Salesman Application

- **http://www.mva.maryland.gov/_resources/docs/CS-043_12-13.pdf**

Criminal Record Check Contact Information

Arkansas Arkansas State Police Identification Bureau #1 State Police Plaza Drive Little Rock AR 72209 **551-618-8862** www.asp.state.ar.us	**Louisiana** Louisiana State Police Bureau of Criminal Identification 7919 Independence Blvd. Baton Rouge LA 70806 **225-925-4108** www.lsp.org	**Colorado** Colorado Bureau of Investigations 690 Kipling St Ste 3000 Lakewood CO 80215 **303-239-4201** www.colorado.gov/cbi	**Delaware** Delaware State Police State Bureau of Identification PO Box 430 Dover DE 19903-0430 **(302) 672-5300** www.dsp.delaware.gov
Hawaii Hawaii Criminal Justice Data Ctr. Kekuanaoa Building 465 S. King Street, Room 102 Honolulu, Hawaii 96813 **808-587-3279** www.ag.hawaii.gov/hcjdc	**Illinois** Illinois State Police Division of Administration 801 South Seventh Street Suite 300-s Springfield IL 62703 **(815) 740-5160** www.isp.state.il.us	**Indiana** Central Records Division Indiana State Police IGCN, Room#N301 100 North Senate Avenue, Indianapolis, IN 46204 (317) 232-8265 www.in.gov/isp/	**Iowa** Iowa Department of Public Safety Division of Criminal Investigation 215 East Seventh Street Des Moines, IA 50319-0045 (515) 725-6010 www.dps.state.ia.us/
California Bureau of Criminal Info &Analysis California Department of Justice Room G-118 4949 Broadway Sacramento, CA 95820-1528 **(916) 227-3849** www.oag.ca.gov/fingerprints	**Pennsylvania** Operational Records Division Bureau of Records and Identification Pennsylvania State Police 1800 Elmerton Avenue Harrisburg, PA 17110 **(717) 783-5599** www.psp.ps.gov	**New York** Record Review Unit Office of Criminal Justice Operations New York State Division of Criminal Justice Services 80 South Swan Street Albany, NY 12210 **(518) 485-7675** www.criminaljustice.ny.gov	**Michigan** Science, Technology, and Training Bureau Michigan State Police Post Office Box 30634 Lansing, MI 48909-0634 **(517) 332-2521** www.michigan.gov/msp
New Hampshire New Hampshire Dept of Safety Division of State Police Central Rep for Criminal Record 33 Hazen Drive Concord NH 03305 **603-271-3575** www.nh.gov/safety/divisions/nshp	**New Jersey** Dept of Law & Public Safety Div of State police Attn: CIU PO Box 7068 West Trenton NJ 08628 **609-882-2000** ext.**2878** www.njsp.org	**Massachusetts** Massachusetts State Police State Identification Section 59 Horse Pond Rd. Sudbury, MA 01776 **508-358-3170** www.mass.gov	**North Carolina** North Carolina State Bureau of Investigation Post Office Box 29500 Raleigh, NC 27626-0500 **(919) 662-4509** www.ncdps.gov
Oregon Department of State Police Identification Services Section 3772 Portland Road NE Building C, Salem Oregon 97301 **503-378-3070** **www.oregon.gov/ost/id**	**Maine** Maine State Bureau of Identification 45 Commerce Drive Suite 1 State House Station #42 Augusta ME 04333 **207-624-7240** www.maine.gov/dps/sbi	**Rhode Island** Bureau of Criminal Identification Department of Attorney General 150 South Main Street Providence, RI 02903 **(401) 274-4400** www.riag.ri.gov/BCI/Index.php	**South Carolina** Criminal Justice Records Section South Carolina Law Enforcement Division Post Office Box 21398 Columbia, SC 29221-4012 **(803) 737-9000** www.sled.sc.gov/
Utah Department of Public Safety Bureau of Criminal Identification 5500 W. Amelia Earhart Drive Suite #100 Salt Lake City Utah 84116 **(801-965-4445)** www.publicsafety.utah.gov/bci	**Virginia** Criminal Justice Information Services Virginia State Police Post Office Box 27472 Richmond, VA 23261-7472 **(804) 674-2000** www.vsp.state.va.us/BCI.shtm	**Washington DC** Fingerprint Analysis Branch Metropolitan Police Department Room 4056 300 Indiana Avenue, NW Washington, D.C. 20001 **(202) 727-4081** www.mpdc.dc.gov/	**West Virginia** West Virginia State Police 725 Jefferson Road South Charleston, WV 25309-1698 **(304) 746-2100** www.wvsp.gov/
Minnesota Department of Public Safety Bureau of Criminal Apprehension 1430 Maryland Avenue E St. Paul MN 55106 **(651-793-7000)** www.dps.mn.gov/divisions/bca	**Ohio** Ohio Bureau of Criminal Identification and Investigation Post Office Box 365 London, OH 43140-0365 **(740) 845-2000** www.attorneygeneral.gov/	**Tennessee** Records & Identification Section Tennessee Bureau of Investigation 901 RS Gass Boulevard Nashville, TN 37216-2639 **(615) 744-4078** www.tbi.state.tn.us	**Wisconsin** Crime Information Bureau Wisconsin Department of Justice Post Office Box 2718 Madison, WI 53701-2718 **(608) 264-6207** www.doj.state.wi.us/
Kansas Kansas Bureau of Investigation Attn: Adult Records 1620 SW Tyler Street Topeka KS 66612 **(785-296-8200)** www.kansas.gov/kbi	**Florida** Criminal Justice Information Services Florida Department of Law Enforcement Post Office Box 1489 Tallahassee, FL 32302-1489 **(850) 410-7100** www.fdle.state.fl.us/	**Texas** Crime Records Service Texas Department of Public Safety Post Office Box 4143 Austin, TX 78765-4143 **(512) 424-2590** www.txdps.state.tx.us/	**Oklahoma** Criminal Identification Section Oklahoma State Bureau of Investigation 6600 North Harvey Oklahoma City, OK 73116-7910 **(405) 848-6724** www.ok.gov/osbi/
Nebraska Nebraska State Patrol Criminal Identification Division P.O. Box 94907 Lincoln NE 68509 **402-471-4545** www.statepatrol.nebraska.gov	**Kentucky** Criminal Identification and Records Branch Kentucky State Police 1250 Louisville Road Frankfort, KY 40601-1907 **(502) 227-8700** www.kentuckystatepolice.org	**Georgia** Georgia Crime Information Center Georgia Bureau of Investigation 3121 Panthersville Road Decatur, GA 30037-0808 **(404) 270-8403** www.gbi.georgia.gov/	**Alabama** Alabama Bureau of Investigation Attn: Identification Unit PO Box 1511 Montgomery AL 36102 **334-353-7800** www.dps.alabama.gov

Salesman Photo Licenses

Attached is a sample authorization of a vehicle sales license. The authorization, along with a $75 dollar fee is to be taken to any MVA full service branch or express office to obtain your photo sales license.

RENEWALS-Salesman must renew their license prior to the expiration of their current license. Sign the authorization and give to your salesman as soon as possible. Renewal authorizations are valid for 30 days after the expiration of the salesman license and will be accepted for late renewal. After 30 days, your employee must reapply for a new salesman license.

NEW-New salesmen must have their photo license taken within 45 days of the issuance of their license authorization. The authorization does not have to be signed by the dealer. After 45 days, the authorization will not be accepted and your employee must re-apply as a new salesman.

TRANSFER-Transferred salesmen must have their photo license taken within 30 days of the issuance of their license authorization. The authorization does not have to be signed by the dealer. After 30 days, the authorization will not be accepted and your employee must re-apply as a new salesman.

CORRECTED-Licenses needing corrections made to them will be issued a new authorization with the correct information. The authorization for the correction is valid for 30 days from the date of issuance. The authorization does not have to be signed by the dealer. A copy of the new driver's license or attachment card must accompany corrections to address and change of name.

PLEASE NOTE

If your salesman does not have a current valid license, he may not sell vehicles. Sales made by a salesman who is not properly licensed could result in fines (up to $1,000.00 per sale), suspension, or revocation of your dealers' license.

Expiration date is determined by application approval date. The branch license staff may not adjust expiration dates.

If you have any questions, feel free to call your account representative.

SAMPLE AUTHORIZATION FOR VEHICLE SALES LICENSE

New License Application

Authorization for Photo Vehicle Sales License

This Photo Authorization is void after 9/11/2015

License #: X8000550-31320PN001

Expiration Date : 07/31/2016

Name :	John Doe
Address :	6601 Ritchie Hwy
City/State/ZIP :	Glen Burnie, MD 21061
DOB :	10/22/2003
Dealer's Name :	Motor Vehicle Administration
Dealer's License :	X800004001829

Driver's License: _____ Salesman SSN: _____

Height: _____ Weight: _____ Sex: _____

Dealer Signature: _____ Salesman Signature: _____

SAMPLE

THIS IS NOT A SALES LICENSE

- VERIFY ALL INFORMATION LISTED ABOVE
- INCORRECT OR CHANGED INFORMATION SHOULD BE REPORTED TO THE LICENSING UNIT (410) 787-7794
- THIS AUTHORIZATION FOR A PHOTO LICENSE MAY BE TAKEN TO ANY FULL SERVICE OR EXPRESS MVA
- ALTERATIONS OR ERASURES VOID THIS FORM
- PRESENT THIS FORM ALONG WITH A PHOTO ID AND THE LICENSE FEE

MVA USE ONLY

PAID LICENSES	Fee	GRATIS LICENSES	Fee
[x] NEW	$75.00	[ ] NEW	GRATIS
[ ] RENEWAL	$75.00	[ ] RENEWAL	GRATIS
[ ] TRANSFER	$75.00	[ ] DUPLICATE	$20.00
[ ] DUPLICATE	$20.00	[ ] CORRECTED	$20.00
[ ] CORRECTED	$20.00	[ ] CORRECTED	GRATIS
[ ] CORRECTED	GRATIS		

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Application for Salesperson to work at Dual Dealerships

To work at Dual Dealerships, the Primary dealership where the salesperson is originally licensed must own at least 60% of secondary dealership where the salesperson wishes to work.

MVA
Motor Vehicle Administration

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

I hereby certify I am an owner, officer of:

Primary Dealer Name _____

Dealer _____

Dealer Phone # _____

Dealer # _____

I certify that the above named dealership is at least 60% owned by the dealership know as:

Secondary Dealer _____

Dealer _____

Dealer Phone # _____

Dealer # _____

I further certify that _____

will be assigned to _____ starting _____

I understand and agree to notify the Division of Licensing and Consumer Services, Vehicle Sales Unit, in writing, when this person is reassigned or terminated.

_____
Signature of Owner/Officer

_____
Signature of Vehicle Salesperson

_____
Date

_____
Date

CODE OF MARYLAND REGULATIONS (COMAR)

These are the some of the sections most pertinent to Licensed Dealers, Wholesalers, Title Service Agents and other entities licensed by Business Licensing and Consumer Services. They are available at the following links:

Title 11 DEPARTMENT OF TRANSPORTATION

Subtitle 12 MOTOR VEHICLE ADMINISTRATION — LICENSING OF BUSINESSES AND OCCUPATIONS

Chapter 01 Dealers and Salesmen

- **http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=11.12.01.***

Chapter 02 Title Service Agents

- **http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=11.12.02.***

Chapter 03 Automotive Dismantlers and Recyclers, and Scrap Processors

- **http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=11.12.03.***

Maryland Vehicle Law

These are the some of the articles most pertinent to Licensed Dealers, Wholesalers, Title Services and other entities licensed by Business Licensing and Consumer Services. They are available at the following links:

TITLE 13. Vehicle Laws - Certificates of Title and Registration of Vehicle

- **http://lawlib.state.md.us/ or http://www.lexisnexis.com/hottopics/mdcode/**

TITLE 15. Vehicle Laws - Licensing of Businesses and Occupations

- **http://lawlib.state.md.us/ or http://www.lexisnexis.com/hottopics/mdcode/**

To obtain a Maryland Vehicle Law Annotated book, you may order by phone at 1-877-394-8826 or online at

- **http://www.lexisnexis.com/store/search/search-results.jsp?_requestid=17963**

Note: Much of the information contained in the law book is also available online at

- **http://msa.maryland.gov/msa/mdmanual/html/mmtoc.html**

WHOLESALE DEALERS

ATTENTION WHOLESALE DEALERS

As part of the requirements for a Wholesale Dealer you must keep a running ledger. This ledger must contain the following information:

VEHICLES PURCHASED

o The date vehicle was purchased

o The year, make and model of the vehicle

o The identification number of the vehicle

o The name, address and license number (if applicable) of the person from whom you purchased the vehicle

o The amount for which the vehicle was bought

o The mileage at the time of purchase

VEHICLES SOLD

o The date the vehicle was sold

o The year, make and model of the vehicle

o The identification number of the vehicle

o The name, address and license number of the dealer to which the vehicle was sold

o The amount for which the vehicle was sold

o The mileage at time of sale

PROCEDURES FOR LICENSING CHANGES

- Change of Address
- Change of a Licensee Name
- Adding or Deleting Officers
- Adding a Franchise
- Adding, Deleting, or Changing a Trade Name
- Changing from Corporation/LLC to Company
- Adding or Closing a Location

CHANGE OF ADDRESS

New, Used and Wholesale Dealers use form CS-042 – Application for Vehicle Dealer's License

- **http://mvgbintranet1/forms/CS/CS-042.pdf**

Zoning approval is secured from the Zoning Board where your business is located

Zoning Form CS-053

- **http://mvgbintranet1/forms/CS/CS-053.pdf**

Traders License with new address -Trader's license is secured from courthouse where your business is located.

Franchise Approval Letters (New Vehicle Dealers only) are secured from manufacturer of vehicles you intend to sell.

Copy of a one year lease or proof of ownership of new property (for Wholesale Dealers only)

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011

- **http://mvgbintranet1/forms/CS/CS-011.pdf**

New address (if dealership does not have a repair facility on premises)

Repair Facility Contract form CS-125

- **http://mvgbintranet1/forms/CS/CS-125.pdf**

To turn in Old Wall License

Fee for a corrected wall license - $20.00

CHANGE OF A LICENSEE NAME

New, Used and Wholesale Dealers use form CS-042 – Application for Vehicle Dealer's License

- **http://mvgbintranet1/forms/CS/CS-042.pdf**

A new Surety Bond or Bond Rider correcting the name of the dealership

Surety Bond of Vehicle or Trailer Dealer form CS-067A
- **http://mvgbintranet1/forms/CS/CS-067a.pdf**

A copy of Registration of Corporate Name filed as a name change (for corporations only)

A copy of corrected Trader's License

A copy of the corrected lease of proof of ownership (for wholesale dealers only)

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011
- **http://mvgbintranet1/forms/CS/CS-011.pdf**

New address (if dealership does not have a repair facility on premises)

Repair Facility Contract form CS-125
- **http://mvgbintranet1/forms/CS/CS-125.pdf**

A photocopy of the sign that has the new name of Dealership.

New franchise letters must be secured from the manufacturer if the Dealership holds any franchises.

To turn in Old Wall License and Gratis Salesman License.

Fee for a corrected wall license - $20.00
Fee for duplicate or corrected Gratis License - $20.00

ADDING OR DELETING OFFICERS

New, Used and Wholesale Dealers use form CS-042 – Application for Vehicle Dealer's License

- **http://mvgbintranet1/forms/CS/CS-042.pdf**

A new Surety Bond or Bond Rider correcting the name of the officers

Surety Bond of Vehicle or Trailer Dealer form CS-067A

- **http://mvgbintranet1/forms/CS/CS-067a.pdf**

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011

- **http://mvgbintranet1/forms/CS/CS-011.pdf**

If officers are being deleted, a letter from each individual must be submitted stating that they agree to being removed from the license. If the officer is deceased, we will need a copy of the death certificate and a copy of the Letters of Administration. Please contact the Business Licensing & Consumer Services for more details.

- **mvablcsd@mva.maryland.gov**

If the Dealership holds a franchise for new vehicles and the deleted officer is the representative on the franchise agreement, a new franchise letter must be submitted authorizing a change of representative.

To turn in Old Wall License and Gratis Salesman License (if changed).

Fee for a corrected wall license - $20.00
Fee for duplicate or corrected Gratis License - $20.00

ADDING A FRANCHISE
WITHOUT a change in the business name

New Dealers use form CS-042 – Application for Vehicle Dealer's License

- **http://mvgbintranet1/forms/CS/CS-042.pdf**

All current franchises must be listed.

Any franchise letter must be name and address specific to your dealership.

Return in Old Wall License.

Fee for a corrected wall license - $20.00

ADDING, DELETING OR CHANGING A TRADE NAME

New, Used and Wholesale Dealers use form CS-042 – Application for Vehicle Dealer's License

- **http://mvgbintranet1/forms/CS/CS-042.pdf**

A new Surety Bond OR Bond Rider adding, deleting or changing the trade name

A copy of the Registration of the added or changed Trade Name. This is secured from the State Department of Assessments & Taxation at 301 W. Preston St., Baltimore, MD 21201 –

- **www.dat.state.md.us**

Franchise Approval Letters from each manufacturer adding, deleting or changing the trade name.

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011

- **http://mvgbintranet1/forms/CS/CS-011.pdf**

Return in Old Wall License.

Fee for a corrected wall license - $20.00

CHANGING FROM CORPORATION /LLC TO COMPANY
OR
CHANGING FROM COMPANY TO CORPORATION/LLC

New, Used and Wholesale Dealers use form CS-042 – Application for Vehicle Dealer's License

- **http://mvgbintranet1/forms/CS/CS-042.pdf**

Bond or Bond Rider Form CS-067A – Surety Bond of Vehicle or Trailer Dealer.

- **http://mvgbintranet1/forms/CS/CS-067a.pdf**

Franchises (New Cars, Trailers, Motorcycle) Secured from Manufacturer

Zoning (Secured from courthouse where business is located Form CS-053

- **http://mvgbintranet1/forms/CS/CS-053.pdf**

Traders License (Secured from courthouse where business is located)

Repair Facility contract Form CS-125 - Complete only if you do not have a repair facility on premises. The repair facility must be within five miles of dealership

- **http://mvgbintranet1/forms/CS/CS-125.pdf**

Return in Old Wall License.

If you have a Trading As Name, you will need to secure an amendment to your agency paper from: Department of Assessments & Taxation 301 W. Preston St. Baltimore, MD 21201

- **www.dat.state.md.us**

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011

- **http://mvgbintranet1/forms/CS/CS-011.pdf**

Completed certification form to certify there has been no change above 50% in stockholder's interest.

After the change has been approved, submit the following documents for each salesman:

New Application Form CS-043

- **http://mvgbintranet1/forms/CS/CS-043.pdf**

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011

- **http://mvgbintranet1/forms/CS/CS-011.pdf**

ADDING OR CLOSING A LOCATION

New, Used, Wholesale, Motorcycle and Trailer Dealers use form CS-042 – Application for Vehicle Dealer's License

- **http://mvgbintranet1/forms/CS/CS-042.pdf**

Zoning (Secured from courthouse where business is located Form CS-053

- **http://mvgbintranet1/forms/CS/CS-053.pdf**

Trader's License (Secured from courthouse where business is located)

Franchises (New Cars, Trailers, Motorcycle) Secured from Manufacturer

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011

- **http://mvgbintranet1/forms/CS/CS-011.pdf**

If you have a Trading As Name, you will need to secure an amendment to your business paper from:

Department of Assessments & Taxation 301 W. Preston St. Baltimore, MD 21201

- **www.dat.state.md.us**

A new Surety Bond or Bond Rider listing all trade names.

Surety Bond of Vehicle or Trailer Dealer form CS-067A

- **http://mvgbintranet1/forms/CS/CS-067a.pdf**

Fee - Gratis

CLOSING A LOCATION

Notify Motor Vehicle Administration immediately

- **mvablcsd@mva.maryland.gov**

If processing Tags & Title work electronically, notify vendor.

Deliver all state properties, including Wall License, Interchangeable Plates, Salesman's License, Transfer Permits and Registration Certificates to the following address:

Motor Vehicle Administration
Business Licensing & Consumer Services Room 146
6601 Ritchie Highway
Glen Burnie, MD 21061

RENEWALS

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 Process, 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.

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

If you have 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 the 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 to reduce the potential of your renewal being delayed.

Note: These actions were implemented under the Budget Reconciliation Act of 2003 – Chapter 203, Laws of 2003.

RENEWING A LICENSE

The Business Licensing and Consumer Services (BL&CS) Unit will mail you a renewal packet about 60 days prior to the expiration date of your licenses. If you do not receive a renewal packet, please contact the BL&CS at: **mvablcsd@mva.maryland.gov**

Complete the Business License Renewal form and submit it to the BL&CS, along with all **applicable fees** and, as applicable, the documents listed below. You must submit these items at least **15** working days prior to your license expiration date. Note: the MVA will assume your dealership is going out of business if you do not request renewal before your expiration date.

- **Business License Renewal form sent by Business Licensing and Consumer Services.**
- Trader's License (copy) – **Must have a copy of the license for the current year.**
- Copies of flag releases – **You will be notified of any outstanding flags with the renewal** packet.
- **Surety Bond rider–** This is required only if changes in your Surety Bond have been made.
- **Power of attorney -** This form is required only when a rider or a new Surety Bond is submitted.
- **Explanation of MVA administrative actions –** If any administrative actions have been taken or are pending against your dealership, you will be asked to submit a written statement.
- **Notice of criminal convictions–** If any officers, partners, or owners (licensees), or other persons with a financial interest in your dealership have been convicted of a criminal offense, you will be asked to submit a written statement explaining the situation. Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.
- **Criminal Record Request** form CS-011
  - **http://mvgbintranet1/forms/CS/CS-011.pdf**
- **Agreement with a vehicle buying or referring service–** If you have reached any agreements with one of these services, you will be asked to submit a copy of the agreement.
- Once your renewal request has been approved, the Business Licensing & Consumer Services division will mail a new dealer's license to you at the licensed location of your business.

REQUEST FOR REFUND OF BUSINESS LICENSE FEE

- To request a refund, contact BL&CS at **mvablcsd@mva.maryland.gov**
- BL&CS will send the form to the owner of the business to complete.
- The request must be submitted within six months of the cancellation of your license.
- There must be at least twelve full months remaining on your license prior to the expiration date.
- Refunds will not be issued for licenses with less than twelve full months remaining.
- Refunds will be made in full year increments only and will not be prorated by month.
- The refund is for your business license only. Tag refunds must be requested separately.
- Mail your completed application packet to: MVA, BL&CS, Rm 146
  6601 Ritchie Highway
  Glen Burnie MD 21062

Type of License

☐ **Vehicle Dealer – New, Used, Wholesale**	☐ **Motorcycle Dealer**
☐ **Manufacturer, Distributor**	☐ **Title Service**
☐ **Trailer Dealer**	☐ **Automotive Dismantler & Recycler/Scrap Processor**

Licensee Information

License Number _____ Expiration Date_____

Business Name _____

Trading As _____

Mailing Address _____

I/We certify that the business license issued to my/our business has been canceled. I/We further certify that all state properties issued to the above business have been returned to the Motor Vehicle Administration. I understand that failure to return state properties may affect the refund of my license fees. My license has at least twelve full months remaining prior to expiration. I request a refund of fees for the unused year.

Signature	Capacity	Date
Signature	Capacity	Date
Signature	Capacity	Date

Application must be signed by **all** owners, partners, or officers.

MVA USE ONLY

Amount of Refund Approved: _____

Refund Approved By: _____Date: _____

(LCS 1– 8/2015)

Current Fees

- **http://www.mva.maryland.gov/about-mva/fees/index.htm#VehicleRegistration**

SAMPLE

PROCEDURE FOR DEATH OF LICENSEE

If a licensee is deceased, the following items are needed for each scenario:

Sole Owner – Estate not settled

1) Copy of Letter of Administration naming personal representative must be submitted.
2) Application indicating " estate of…..”and name of personal representative.
3) Bond rider indicating " estate of ……" and name of personal representative.
4) Personal representative signs the application and other pertinent documents for licensing.
5) After the estate is settled, an application must be submitted to have new owner (s) name on the license.
6) If acquired by inheritance, the new ownership can be done as a change of ownership transaction.
7) If the business is sold, new owner applies for a new license.

Sole Owner – Estate settled

1) Copy of Letter of Administration name personal representative must be submitted.
2) Personal representative supplies statement that the estate has no interest in ownership.
3) New owner applies for a new license.

Partnership – Estate not settled. (Remaining partner does not automatically get the other partner (s) interest in the business).

1) Copy of Letter of Administration name personal representative must be submitted.
2) Application indicating " estate of…..”as a partner/owner.
3) Bond rider indicating " estate of ……" and name of personal representative in lieu of partner/owner.
4) Personal representative and partner/owner (s) signs the application and other pertinent documents for licensing.
5) After the estate is settled, an application must be submitted to have new owner (s) name on the license.
6) If acquired by inheritance, the new ownership can be done as a change of ownership transaction.
7) If the business is sold with a 50% change of the ownership, the new owner (s) will need to apply for a new license.

Partnership – Estate settled. (Remaining partner does not automatically get the other partner (s) interest in the business).

1) Copy of Letter of Administration name personal representative must be submitted.
2) Personal representative supplies statement that the estate has no interest in ownership.
3) New owner applies for a new license

Corporations – Personal representative as Officer

1) Copy of Letter of Administration name personal representative must be submitted.
2) Application indicating " estate of…..”as officer.
3) Bond rider indicating " estate of ……" naming personal representative as an officer.
4) Personal representative and any officer (s) sign the application and other pertinent documents for licensing.
5) After the estate is settled, an application must be submitted to have new officer (s) name on the license.
6) If the personal representative is to remain on the license after settlement as an officer, a new application and bond rider must be submitted to remove the personal representative designation.

Corporations – Estate as Financial Interest

1) Copy of Letter of Administration name personal representative must be submitted.
2) Application indicating " estate of…..”as financial interest.
3) Personal representative must submit a statement indicating that the estate has no interest in remaining on the license other than a financial interest.

Corporations – New Officer

1) Copy of Letter of Administration name personal representative must be submitted.
2) Submit a new business licensing application.
3) Personal representative must submit a statement indicating that the estate has no interest in remaining on the license.

Charity Dealers

If there is no ownership interest to be protected, submit a death certificate, newspaper article, obituary, or a statement from the remaining officer (s), if there is a death of an officer from a charity. Other documents may be accepted if approved by management.

Personal Representative on Application

Personal representative should list on the business licensing application in the owner section, "Estate of John Doe, John Foe, personal representative".
The terms personal representative or administrator are both acceptable. The title depends upon whether the deceased had a will.

Note: A licensee has a valued interest in the business that they were license for. The value of the interest requires that a personal representative be appointed to settle the estate. A letter of administration should always be submitted. If there is no letter of administration, the individual (s) requesting the change will need to contact the Register of Wills in the county where the deceased resided.

REMINDERS FROM AUDITING

The Motor Vehicle Administration Auditing Division has pointed out the following items that need to be addressed:

Make sure that the insurance company that you list on the temporary registration certificate is a Maryland licensed insurance company. You can obtain an Insurance Booklet from the Insurance Compliance Division by contacting Ms. Marva Salmi at 410-768-7391or through her e-mail address which is **msalmi@mva.maryland.gov** Ms. Salmi will e-mail the booklet to you.

Make sure that you forward the temporary permits and certificates to room #206 so they can be validated or have them date stamped at a branch office.

Dealers need to keep a log to document all damaged, voided and returned stickers and lost or stolen stickers. Log should contain the police report number, date and the reason for the return.

Dealers are reminded to have a properly assigned title in their possession before offering a vehicle for sale.

A verification of residency must be completed on all vehicle purchases made by an out of state customer who purchases a vehicle that is to be titled in a state other than Maryland. The white copy of the form should be sent to the MVA with the Temporary Tag certificate, the canary copy given to the customer and the pink copy retained as part of the dealer's record.

Verification of Residency – Form CS-006

- **http://mvgbintranet1/forms/CS/CS-006.pdf**

REQUEST FOR ADDITIONAL INTERCHANGEABLE PLATES FORM LCS-24

This form is available on the MVA website.

- **http://www.mva.maryland.gov/businesses/_docs/Request-For-Additional-Interchangeable-Plates.pdf**

mva.maryland.gov

MVA USE ONLY
Approved by_____
Date_____
Number of Tags_____

Request for Additional Interchangeable Plates

If assistance is needed, please e-mail the Motor Vehicle Administration Business Licensing Division at mvablcsd@mva.maryland.gov Please complete Section A and B.

- Wholesale dealers must submit a copy of their ledger for the past year.
- Interchangeable plates may only be used in the course of your business as allowed by Maryland Vehicle Law Vehicle Law. Refer to Sections 13-620 through 13-625 and 13-940 through 13-946.

Section A

Salesman Name	Salesman Number	Sales or Auction	Tag Number

Section B

We hired _____salesman who will do vehicle sales or go to the auction.

Our auto sales have increased from _____to_____ vehicle sales.

Will the dealership return the dealer tags to the MVA once the salesman leave employment? Yes or No

Will the dealership assign the dealer tags to a new hired salesman? Yes or No

License Number_____**Number of Plates Requested**_____

Business Name_____**Address**_____

Contact Person_____**Phone**_____

I certify the above is true and correct to the best of my knowledge, information and belief.

_____

Signature Position Date

Mail your completed request to MVA, BL&CS, Rm 146
6601 Ritchie Highway
Glen Burnie, MD 21062

LCS 24 (11/2012)

REQUEST DUPLICATE LICENSE OR TITLE SERVICE ID

Form CS-044 – Application for Duplicate Business License or Title Service ID

- **http://mvgbintranet1/forms/CS/CS-044.pdf**

MVA Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

CS-044 (12-13)

Application for Duplicate Business License or Title Service ID

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

Check reason for applying for duplicate license: ❑ lost ❑ Mutilated ❑ Other _____

❑ Business License ❑ Title Service ID Card ❑ Vehicle Salesperson

MVA Use Only: CK C

Name of Business	Name of Salesperson
Address	Address
License #	Salesperson # (if available)
Signature of Owner, Partner, or Officer of Corporation	Signature of Salesperson

For more information, please call: **410-768-7000** (to speak with a customer agent).
TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.MVA.Maryland.gov**

REPORTING LOST OR STOLEN TAGS

File a report with the police department immediately.

Obtain report number from the jurisdiction where the report was made.

Notify the MVA-Business Licensing Division on company letterhead that tag has been reported to the police as being lost or stolen. Be sure to include the tag number, sticker number, the police report number, and a request for a replacement of the lost or stolen tag.

To replace tag, you may go to any full service MVA office and complete and application for substitute tag-VR-009

Fee for the substitute plate, sticker and/or registration is $20.00

VR-009 – Application for Substitute Plates/Stickers/Duplicate Registration Card

- **http://mvgbintranet1/forms/VR/VR-009.pdf**

MVA Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-009 (03-14)

Application for Substitute Plates/Stickers/Moped Motor-Scooter Off-Road Vehicle Decal/Duplicate Registration Card

Substitute Plates with Stickers ____ $20.00 (Specialty Plate fees are on the back)
Substitute Sticker or Moped Motor-Scooter Off-Road Vehicle Decal _____ $5.00
Duplicate/Additional Registration Card Only _____ $5.00
(Registration card is issued with plates and stickers)

MVA Use Only: ❑ Gratis
Approved by: _____
ID: _____

I am applying for: ❑ Substitute plates with stickers ❑ Substitute year sticker only ❑ Substitute month sticker only (No fee required)
❑ Substitute decal for Moped/Motor-Scooter/Off-Road Vehicle
❑ Duplicate Registration Card ❑ Additional Registration Cards. **Reason:** _____

Plate #	Validation Sticker #	Exp. Date	Fee	Title #	Exceptions	Decal #
Year	Make	Body Style	Class	Vehicle Identification Number		
Owner's Name				Owner's Driver's License #		
Co-Owner's Name				Co-Owner's Driver's License #		
Owner's Street Address		City		County	State	Zip Code
Name of Insurance Company		Agent or Broker		Policy/Binder #		

I/We certify, under penalty of perjury, that the statements made herein are true and correct and the vehicle described above is covered by the minimum amounts of insurance as required by law.

Signature of Owner	Date	Signature of Co-Owner	Date

For more information, please call: **410-768-7000** (to speak with a customer agent).
TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.MVA.Maryland.gov**

Complete the face of this application in detail. All information requested is necessary in order to process your request. A copy of the registered owner's driver's license must accompany this application. If your original plate(s)/sticker(s)/moped, motor-scooter, off-road vehicle decal or registration card has become lost, stolen or mutilated, check the proper block and give reason for applying for replacement plate(s)/sticker(s)/moped, motor-scooter, off-road vehicle decal or registration card.

There will be an additional fee for the substitution of specialty plates, even if they have been reported stolen. Organization/Organization Logo plates have a $15.00 or $25.00 fee respectively. Personalized and Ham Radio Operator plates have an additional $20.00 fee.

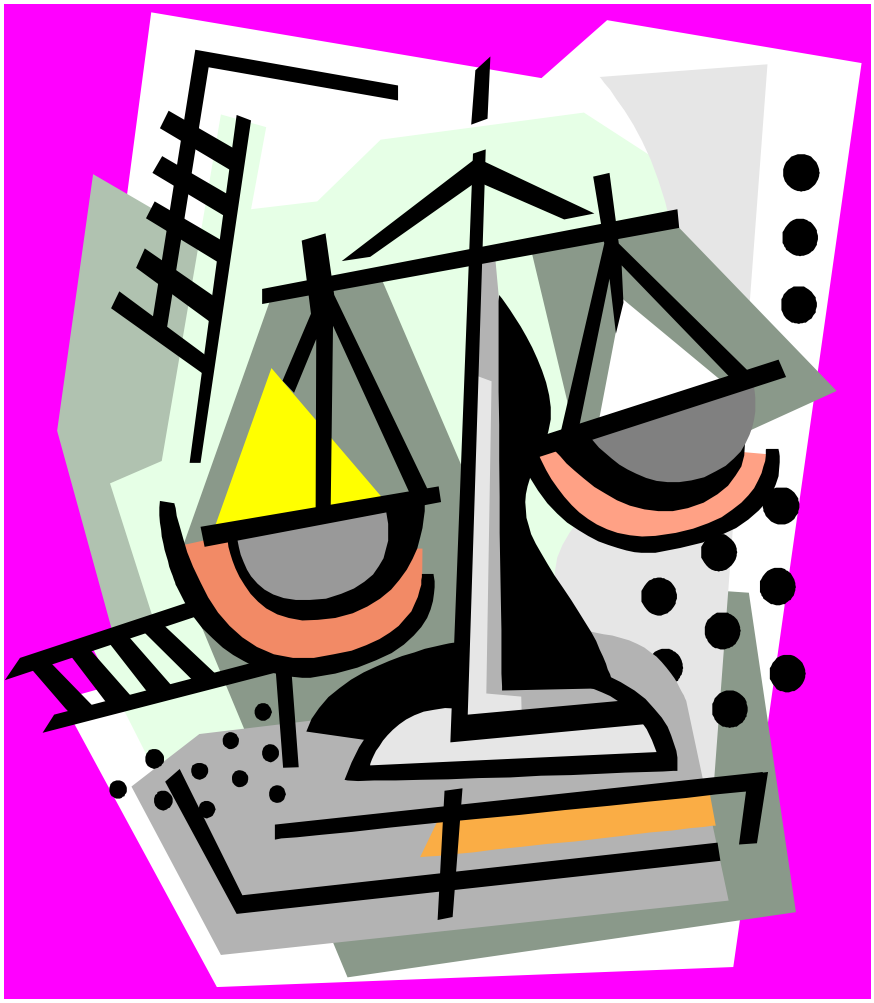
If you desire an additional registration card, check the proper block. The fee is five dollars ($5.00) for each card.
Only one owner is required to sign the application. If the vehicle is company-owned, the person signing the application must list their official capacity. If you are not a company official, do not own the vehicle or you have leased the vehicle, a power of attorney certificate must accompany the application.

Please do not send cash. Make check or money order payable to Motor Vehicle Administration. The check must include (1) Imprinted Name and Address, (2) Drivers License Number (Soundex Number), (3) Home and/or Work Phone Number.

You may either mail your application with appropriate fees to:
Motor Vehicle Administration - Registration Renewal Section
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062
or
Visit your local MVA full service office and have your plate(s)/sticker(s)/moped, motor-scooter, off road vehicle decal or registration card issued to you.
Need assistance, please call 410-768-7000, TTY for the Hearing Impaired: 1-800-492-4575.

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

INVESTIGATIVE SERVICES



Complaint Form IS-109

- **http://mvgbintranet1/forms/IS/IS-109.pdf**

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

IS-109 (12-13)

Investigative Division Complaint Report

Type of complaint: ❑ Unlicensed Sales ❑ Dealer Complaint ❑ Foreign Registration ❑ General Complaint

Person Making Complaint

Your Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone (Home): _____ Phone (Business): _____ Other (cell): _____

Signed: _____

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

Subject of Complaint

Subject's Name: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Placard # _____

Vehicles Involved: Year _____ Make _____ Color _____ Tag # _____

Year _____ Make _____ Model _____ Color _____ Tag # _____

Place of Employment for Subject (If known): _____

Time of day/night when subject is mostly at home or work (If know): _____

Additional Comments: _____

Additional Information On Complaint

Use Back Of Form

MVA USE ONLY

Complaint received by: Agent/Employee: _____

Complaint Forwarded To: _____ Date Forwarded: _____

Action Taken (Remarks, Forwarded to, Conclusion Reached, Etc):

Signature: _____ Title: _____ Date: _____

For more information, please call: **410-768-7000** (to speak with a customer agent).
TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.MVA.Maryland.gov**

Additional Information

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

SAMPLE DEALER INVENTORY LOG SHEET

DEALER INVENTORY LOG
(Sales File must have paper/receipt for each item)

ITEM	MAKE OF VEHICLE	Vehicle ID #	Mileage Amount	Date of Purchase	Purchase Dealer	Purchase Amount	Date Of Sale	Odometer Reading	Selling Price

SAMPLE

Sample Temporary Tag Log

Tag #	Date Received	Date Issued	Issued to Whom	Address	Make/ Model	Stock File Number	Inventory Date

SAMPLE

Sample Dealer Tag Inventory Log

Tag #	Date Received	Date Issued	Issued to Whom	Reason	Date Returned	Inventory Date

SAMPLE

Notice of Exclusive or Modification of Implied Warranty Form CS-019

- **http://mvgbintranet1/forms/CS/CS-019.pdf**

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

CS-019 (10-12)

Notice of Exclusive or Modification of Implied Warranty

Important Notice To Buyer

Under Maryland law, consumers are entitled to an implied warranty, which means that the dealer may be responsible for making repairs to defective vehicle equipment that presently exists or may occur in the future. If a motor vehicle is **over 6 model years old** and has been driven more than **60,000 miles**, this implied warranty may be waived or modified if the purchaser is in agreement.

Your right to this protection is waived upon signing this form

Please contact the Motor Vehicle Administration, Consumer Services Section at 410-787-2950. If you do not fully understand what you are signing.

Dealer Certification

As provided in Commercial Law Article 2-316.1(4), this gives notice that all warranties, including the implied warranty of merchantability and fitness for a particular purpose intended, covering the vehicle identified below, are excluded or modified as follows:

Please check one:

❑ **Vehicle Sold As Is** ❑ **30-Day Warranty - Dealer Pays 50%**

❑ **Other (explain)** _____

Actual mileage	Year	Make	Vehicle Identification Number (VIN)

I certify the above exclusion or modification of the implied warranty has been fully explained to the purchaser and this **vehicle has been inspected as required by law**. I further certify, under penalty of perjury, that the statements made herein are true and correct to the best of my knowledge.

Name of Authorized Dealer Representative *(please print or type)*

Signature of Authorized Dealer Representative — Date

Dealer Name — Dealer No.

Address of Dealer

Purchaser Certification

This is to certify that I understand and agree to the terms above and that I have agreed to purchase the herein described vehicle without the protection of the Implied Warranty provisions of Commercial Law 2-316-1. I further certify that I have received a copy of this notice.

Name of Purchaser *(please print or type)*

Signature of Purchaser *(agent or power of attorney signature not accepted)*

Address of Purchaser — Date

For more information, please call: **410-768-7000** (to speak with a customer service representative).
TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.MVA.Maryland.gov**