Motor Vehicle Administration

Business Licensing

Packet

Vehicle Dealer License Application Instructions

Thank you for your interest in obtaining a Maryland Vehicle Dealers License. It is our intent to help you obtain your license as quickly as possible. If assistance is needed, please e-mail the Motor Vehicle Administration Business Licensing Division at mvablcsd@mva.maryland.gov. To obtain a Maryland dealer packet, you may visit the Business License Information website at www.mva.maryland.gov. For more information on state and local licensing requirements, visit www.dsd.state.md.us for Code of Maryland Regulations (COMAR) and Maryland Vehicle Law is available online at www.lawlib.state.md.us. Note: Failure to complete the application and submit the required documents will result in your application being rejected.

Getting Started:

You will need to obtain the following:

- **Application for Vehicle Dealers License (CS-042).** Make sure the application is completed in its entirety.
- **Zoning Approval Form (CS-053).** This form must be presented to the Zoning Board in the County/City where your business is located. A representative of the Zoning Board must complete the lower portion of the form.
- **Department of Assessment and Taxation** form/letter that verifies you are registered to do business in the State of Maryland using the name(s) indicated on your application. Both your corporate and trade names must be registered. The Department of Assessment and Taxation is located at 301 W. Preston Street, Baltimore, Maryland 21201. You may contact them by telephone at 410-767-1330, 1331, or 1332 or visit their website at http://www.dat.state.md.us/sdatweb/sdatforms.html
- **Completed Dealer Site Inspection.** Prior to becoming licensed, an investigator will go to your place of business and inspect your location to ensure compliance with the Maryland Code of Regulations (COMAR). To schedule your site inspection, please contact MVA Investigation Division at 410-768-7216. Upon approval of your site inspection, the investigator will initial your application and will check that you either passed or failed the inspection.
- **Repair Facility Contract (CS-125).** – If you do not have repair facilities at the location where you will be licensed, you must provide a contract with a repair facility within 5 miles of your dealership. The contract must include Maryland State Police (MSP) inspection if applicable.
- **Dealer Orientation Request** – Before a license can be issued, you must attend a dealer orientation. Please complete the request and submit to the Business Licensing and Consumer Services Division. The orientation is held the second Tuesday of every month from 9:00 a.m. – 12:00 noon. All applicants will be scheduled for the next available class.

  - Note: Don't delay in submitting this request! You may not be issued a license until you attend the orientation.

Next Step:

Once the above documents are completed, submit your application and appropriate fees along with the following:

- **ERT Contract** – All new licensees are required to contract with an Electronic Registration and Titling (ERT) provider. A copy of your ERT contract is required to be submitted along with your completed application. For vendor contact information please visit http://www.mva.maryland.gov/Business-Services/ert.html
- **Criminal Background Check** – All applicants/licensees must submit a Criminal Background Check. If you live or have lived in another state within the last year, you must provide a criminal record from that state in addition to the Maryland record check.
- **Surety Bond of Vehicle or Trailer Dealer (CS-067A).** The bond required is based on the number of vehicles you sold/ projected to be sold. The bond must be in the full name of the dealership including any trade name. It must reflect the full name of all officers, partners, or owners exactly as shown on the application.
- **Workers' Compensation** – If you have Workers' Compensation Insurance, complete information requested on the Application for Vehicle Dealers License in the appropriate section. If you are claiming exemption from providing Worker's Compensation Insurance for your employees, please contact the Workers' Compensation Office at 410-864-5100 or visit their website at www.wcc.state.md.us to obtain information and the appropriate forms for businesses who do not provide this type of coverage.
- **Trader's License (copy)** – A copy of the trader's license obtained from the Circuit Court in the jurisdiction where your business is located is required.
- **Use and Occupancy Permit** – Is required by applicants using a trailer as an office.
- **Franchise Approval from Manufacturer** – New Vehicle Dealers must provide verification of franchise agreements from each manufacturer. A manufacturer must also be licensed with the MVA in order to have its products sold by a dealer in the State of Maryland.
- **New Vehicle Certification Form (CS-22).** – This form defines certain relationships with manufacturers that cannot be licensed as dealers in Maryland.

Mail your completed application packet to:

MVA, BL&CS, Room 146
6601 Ritchie Highway
Glen Burnie, MD 21062

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

CS-042 (07-12)

Application for Vehicle Dealer's License

Type of Dealership
- ❑ Used Car
- ❑ New Car
- ❑ Motorcycle
- ❑ Trailer over 15 feet
- ❑ Boat Trailer/Trailer < 15 ft
- ❑ Emergency Vehicle
- ❑ Wholesale

Type of Application
- ❑ Renewal Application
- ❑ Original Application
- ❑ Additional Location
- ❑ Change of Address
- ❑ Change of Ownership

Type of Ownership
- ❑ Corporation
- ❑ Partnership
- ❑ Close Corporation
- ❑ LLC
- ❑ Individual Owner

Dealer's Lic. # _____

Expiration Date _____

License Control Number _____

Company Name (include trade name) _____

Street Address _____

City _____ County _____ State _____ Zip Code _____

Business Phone _____ Business Hours _____

Employer ID Number (FEIN) _____ Current Trader's License Number _____

Email Address _____

Primary Contact (The information will be used for all MVA Business Licensing related matters)

Name _____ Phone Number _____ Email Address _____

List all owners, partners or officers of the corporation below. Indicate which receives the Gratis Salesman License.
Note: One Gratis Salesman's License is issued per dealer license fee paid.

Name of Owner, Partner or Officer | Social Security Number | Position | Home Phone No.

Street Address (Home) | City | State | Zip Code

Date of Birth | Driver's License Number | State

Name of Owner, Partner or Officer | Social Security Number | Position | Home Phone No.

Street Address (Home) | City | State | Zip Code

Date of Birth | Driver's License Number | State

Name of Owner, Partner or Officer | Social Security Number | Position | Home Phone No.

Street Address (Home) | City | State | Zip Code

Date of Birth | Driver's License Number | State

Other than those listed above, list all that have direct or indirect financial interest in this dealership. Please attach additional statements if more space is required.

First, Middle, and Last Name | Soc. Sec. No.

Street Address (Home) | City | State | Zip Code

First, Middle, and Last Name | Soc. Sec. No.

Street Address (Home) | City | State | Zip Code

List all places for storage

List makes of vehicles for which your dealership holds a franchise.

YES NO

❑ ❑ 1. Do you operate a repair facility at this location? If no, please attach a completed Service Shop Contract (Form CS-125).

❑ ❑ 2. Have you ever been licensed as a vehicle dealer, salesman, a title service agent in Maryland or any other state?

If yes, Person Licensed _____

Name of Business _____ Type of license _____

License number _____ State _____ Expiration _____

Submit additional information on separate sheet.

❑ ❑ 3. Are any administrative actions, including suspension, revocation, refusal or fines pending against any license you have ever held? NOTE: This does not include your personal driver's license.

If yes, Business _____ Licensee _____

Type of license _____ License number _____

State _____ Expiration _____ Date of action _____

Submit additional information on a separate sheet.

❑ ❑ 4. Has any business license you have held in Maryland or any other state been suspended, revoked, or refused? NOTE: This does not include your personal driver's license.

If yes, Business _____ Licensee _____

Type of license _____ License number _____

State _____ Expiration _____ Date of action _____

Submit additional information on separate sheet.

❑ ❑ 5. Have any of the owners, management personnel, or any other person who shall have a financial interest, either direct or indirect in the business, ever been convicted of a crime other than a traffic violation? If yes, give details in a separate statement as to date(s),

❑ ❑ 6. Do any of the persons listed on this application have a financial interest, either direct or indirect, with any other new car, used car, motorcycle, trailer, or wholesale dealer in this state? If yes, please give details in a separate statement.

❑ ❑ 7. Are you currently employed with a Maryland State Government Agency? If yes, what Agency? _____

❑ ❑ 8. Was a dealership at this location previously? If yes, please provide information. _____

Insurance Information

❑ ❑ 9. **Surety Bond Insurance Company** _____ **Policy/Binder #** _____ **Agent** _____

❑ ❑ 10. **Do you provide Worker's Compensation?** If no, attach copy of your exemption certificate.

Insurance Company _____ **Policy/Binder #** _____ **Agent** _____

❑ ❑ 11. Do you provide mechanical repair contracts or extended warranties? If yes, as required by law, I have secured a reimbursement insurance policy as follows.

Insurance Company _____ **Policy/Binder #** _____ **Agent** _____

❑ ❑ 12. Number of tags requesting _____ Number of Salesman Employed _____

Insurance Company _____ **Policy/Binder #** _____ **Agent** _____

❑ ❑ 13. Please list number of vehicles sold during the previous year. Retail _____ Wholesale _____

If an original application, projected number of vehicles to be sold in the next 12 months. _____

❑ ❑ 14. For renewals, please list number of dealer tags assigned to dealership. _____

Certification

All willful misinformation provided with fraudulent intent may be prosecuted under Maryland Law. I solemnly affirm under penalties of perjury and upon personal knowledge the contents of the foregoing document is true and correct. This dealership meets the location requirements and I/we understand the titling and registration, insurance, inspection, and dealer licensing provisions set forth in Maryland Vehicle Law and pertinent Motor Vehicle Administration regulations.

Name of Dealership _____

_____ Date **by** _____ Applicant Signature _____ Capacity _____ Printed Name

_____ Date **by** _____ Applicant Signature _____ Capacity _____ Printed Name

_____ Date **by** _____ Applicant Signature _____ Capacity _____ Printed Name

(All owners and corporate officers are required to sign.)

For MVA Use Only Date _____ ❑ CV ❑ CK ❑ C

Site Inspection _____ Pass _____ Fail Investigator Printed Name _____ Date _____

Application _____ Accepted _____ Rejected (see Attached) Representative Printed Name _____ Date _____

Apply to... Register to Vote Now!

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

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

BOND REQUIREMENTS AND LICENSE FEES

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

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

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

LICENSE ISSUANCE AND INTERCHANGEABLE TAG REGISTRATION FEES

Type of Business	Two (2) Year Licensing Fee (New and Renewal)	Two (2) Year Interchangeable Tags (New and Renewal)
New Vehicle Dealer	$500.00	$100.00
Used Vehicle Dealer	$500.00	$100.00
Wholesale Vehicle Dealer	$500.00	$100.00
Motorcycle Dealer	$300.00	$50.00
Emergency Vehicle Dealer	$500.00	$100.00
Trailer Dealer - Boat Trailers - Trailers less than 15 feet in length - Trailers 15 feet or longer	$100.00 $100.00 $300.00	$65.00 $65.00 $65.00
Title Service Agent	$125.00	N/A
Automotive Dismantler and Recycler	$400.00	$125.00
Scrap Processor	$400.00	$125.00

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

SALESMAN'S LICENSE FEES

Transaction	Fee	Comments
New Salesman's License	$75.00	
Renewal Salesman's License	$75.00	
Transfer Salesman's License	$75.00	
Corrected Salesman's License	$20.00	Corrected license is gratis if the error was caused by the MVA
Duplicate Salesman's License	$20.00	

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

BUSINESS LICENSING ORIENTATION REQUEST

Note: Applicants for a dealer or title service license must attend a Business Licensing Orientation Class. The class is scheduled for the 2nd Tuesday of every month at 9:00 a.m. at the Glen Burnie MVA.

Complete this form and return by fax to: **410-768-7602**.
Or email completed form to: **mvablcsd@mva.maryland.gov**

Or mail your request to:

Motor Vehicle Administration
6601 Ritchie Highway, N. E.
Room 146
Glen Burnie, MD 21062

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

Questions are welcomed and encouraged.

Please provide the following information:

Participant Name: _____

Participant Address: _____

Participant Phone Number: _____

Participant Email Address: _____

Type of License: _____

Name of Attendees/Job Title: _____

_____

_____

Name of attendees/job title:

_____

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

A business license may not be issued until you attend the orientation.

Licensee Signature: _____ Date: _____

You will be scheduled for the next available class. A confirmation notice will be sent to you at the e-mail address indicated above. If you have any questions please e-mail the Motor Vehicle Administration Business Licensing Division at mvablcsd@mdot.state.md.us. Please call if you are unable to attend. Anyone 15 minutes late or more for orientation will be required to reschedule.

Site Inspection Check List

To All Persons Applying For A Site Inspection:

Please do not call for your appointment until you have met the Office and Location Requirements as outlined in your packet under COMAR 11.12.01.02 – 11.12.01.04. **The licensee MUST be present for the inspection – no exceptions.**

Office Requirements:

- ☐ 1. Desk
- ☐ 2. Chair
- ☐ 3. Locking File Cabinet
- ☐ 4. Telephone * (preferably a landline)
- ☐ 5. Sign (required for Retail, Tag & Title, may NOT use MVA logo or state seal)*
- ☐ 6. Lighting
- ☐ 7. Heat
- ☐ 8. Electricity (**NO** generator, must be hard-wired)

*A stipulation form may be used, providing you with a specific period of time to comply with these requirements, based on the other approval by the Business Licensing Division of your application packet. If your office is in a commercial building, make sure it is clearly marked with the office / suite number.

A home wholesale office must be located in your personal domicile (where you live - the address on your drivers' license) and must be accessible without going through, past, or near any sleeping quarters or other general living areas. See COMAR 11.12.01.02 and addendum.

Retail Sales Requirements: (See COMAR sections included in packet)

☐ 1. Location must be fully visible from an approved street or highway that is accessible to the public.

☐ 2. Location shall be of size to adequately and safely permit the display of a minimum of ten (10) vehicles AND space for customer parking.

☐ 3. Location must be fully lighted

☐ 4. Display and parking area shall be adequately surfaced (i.e. paved, crushed stone, etc. NOT dirt or grass)

☐ 5. The retail sale of vehicles must be the only or principal business conducted from the location (see Maryland Vehicle Law 15.304(A)(i)).

☐ 6. Exterior signs must be in place (See COMAR 11.12.01.02 N.) See stipulation as explained under office requirements.

☐ 7. Repair Facility or Contract (CS-125) – If you do not have repair facilities at the location, you must provide a contract with a repair facility within 5 miles of your dealership. The contract must include Maryland State Police (MSP) inspection if applicable.

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

CS-067A (12-13)

Surety Bond of Vehicle or Trailer Dealer

Bond Number_____Dealer's Licence Number_____Effective Date_____

Know all persons by these presents:

Company/Corporate Name _____

Trade Name, if any _____

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

_____

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

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

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

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

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

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

The Surety may cancel this bond at any time by giving **forty five (45) days** written notice by registered or certified mail to the Administrator of Motor Vehicles, State of Maryland, however, remaining liable for any defaults under this bond, committed prior to the expiration of such forty five (45) day period.

_____
Signature of President/Owner/Partner

_____
Signature of Vice President/Partner

_____
Signature of Treasurer/Secretary/Partner

_____
Signature of Principal (one of the above officers)

Seal of Surety

By_____

_____
Surety

By_____

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

CS-053 (12-13)

Zoning Approval Form

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

Submit with Application

Company name (including trade names)

Business Address - Location to be Licensed

City | County | State | Zip Code

Name and type of storage location

Street Address | City or County | State | Zip Code

Name and type of any additional storage locations

Street Address | City of County | State | Zip Code

Type of Business (check appropriate blocks)

Licenses

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

Transporters

- ❑ Inspection Station
- ❑ Vehicle Painting/Remodeling/Repair
- ❑ Auctioneer
- ❑ New Vehicles for Manufacturer
- ❑ Other_____

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

I certify, that the business of _____

does _____does not_____ meet all zoning requirements, including the issuance of a use and occupancy permit, if required.

Signed | Printed Name

Official Capacity

Telephone # | Email Address

Date

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

CS-125 (12-13)

Automotive Repair Facility Contract

Type or Print (Except Signature)

We, the undersigned _____
NAME OF AUTOMOTIVE REPAIR FACILITY TELEPHONE NO.

Address _____
STREET & NUMBER CITY OR TOWN STATE ZIP CODE

MSP Inspection Number, if any _____

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

_____
NAME OF DEALERSHIP

Address _____
STREET & NUMBER CITY OR TOWN STATE ZIP CODE

This contract shall be effective on and after _____ 20_____ and will remain in full force and effect until cancellation of the contract by either party, upon written notice to the Motor Vehicle Administration by Registered or Certified Mail.

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

Witness our Hand(s) and Seal(s)

This _____ day of _____ 20 _____

_____
SIGNATURE OF OWNER OF AUTOMOTIVE REPAIR FACILITY

_____
PRINTED NAME

_____
HOME ADDRESS OF OWNER OF AUTOMOTIVE REPAIR FACILITY

_____
SIGNATURE OF DEALER

_____
PRINTED NAME

MOTOR VEHICLE ADMINISTRATION USE ONLY

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

I have this date inspected the above-mentioned Automotive Repair Facility and

❑ WOULD ❑ WOULD NOT recommend approval.

REMARKS _____

_____ _____
DATE OF INSPECTION SIGNATURE OF M.V.A. INVESTIGATOR

Maryland Vehicle Law states:

§15–304. **Location and service requirements; vehicle shows.**

(a) *In general.* - Except as provided in subsection (b) of this section, a person may not be licensed under this subtitle unless:

(1) The business to be conducted under the license is the only or principal business conducted from the fixed location specified in the application;

(2) That business is conducted from a building that is adequate and appropriate for the sale of the vehicles that may be sold under the license; and

(3) That business either:

(i) Maintains and operates an automotive repair facility equipped for reasonably adequate and proper servicing of the vehicles to be sold by it; or

(ii) Has an existing contract, approved by the Administration, that requires the contractor to service, at a reasonably convenient location, the vehicles to be sold by the business.

(b) *Exception.* - (1) As to trailers, semitrailers, motorcycles, Class C (funeral and ambulance) vehicles, or emergency vehicles as defined in § 11-118(2), (5), and (6) of this article, the sale of these vehicles need not be the only or principal business conducted from the fixed location, but shall be subject to any reasonable location requirements determined by the Administration by rule or regulation.

(2) A wholesale dealer may be licensed under this subtitle regardless of whether the wholesale dealer meets the requirements of subsection (a)(1) and (3) of this section, but a wholesale dealer shall be subject to any reasonable location requirements determined by the Administration by rule or regulation.

(c) *Participation in annual vehicle shows - In general.* -Notwithstanding the provisions of this section:

(1) A new vehicle dealer, or a licensed vehicle salesman who is employed by the dealer, may participate in 2 annual vehicle shows for each dealer location.

(2) A display or exhibit of vehicles provided by a vehicle manufacturer is not a vehicle show under this section if buyers' orders are not executed and deposits are not accepted.

(3) A new vehicle dealer franchised to sell Class M motor homes or Class G trailers, or a licensed salesman who is employed by the dealer, may participate in more than 2 annual vehicle shows, if the shows are limited to Class M motor homes or Class G trailers.

(d) *Same - Conditions.* - A vehicle dealer or licensed vehicle salesman listed in subsection (c) of this section may participate in a vehicle show if:

(1) The dealer holds a valid license issued under this title; and

(2) At least 60 days before the vehicle show, an application is filed with the Administration, for approval by the Administration, that contains:

(i) A list of the names and business addresses of participating dealers;

(ii) The location of the vehicle show;

(iii) The specific dates on which the vehicle show will be held; and

(iv) Other reasonable information required by the Administration; and

(3) The vehicle show does not exceed 10 consecutive days and is restricted to new vehicles only.

(e) *Same - Execution of buyer's order and acceptance of deposit.* - (1) A licensed dealer, or a licensed vehicle salesman who is employed by the dealer, who participates in a vehicle show may execute a buyer's order and accept a deposit as provided in paragraph (2) of this subsection.

(2) A licensed dealer may not accept a deposit that:

(i) For an order for any vehicle, except a Class M motor home, exceeds 5 percent of the cost of the vehicle; or

(ii) For an order of a Class M motor home, exceeds 10 percent of the cost of the motor home.

(3) Except as otherwise provided in paragraph (1) of this subsection, a licensed dealer, or a licensed vehicle salesman who is employed by the dealer, shall conduct activities involved in a vehicle sale, including the completion of the sales contract, the issuance of temporary registration plates and a temporary registration certificate, and delivery of the vehicle, at the dealer's fixed location as shown in the dealer's application for the license.

Title 11 DEPARTMENT OF TRANSPORTATION

Subtitle 12 MOTOR VEHICLE ADMINISTRATION— LICENSING OF BUSINESSES AND OCCUPATIONS

Chapter 01 Dealers and Salesmen

Authority: Transportation Article, §§12-104(b), 13-503, 13-621, 15-102, 15-103, 15-105, 15-107, 15-108, 15-114, 15-305.1, 15-307—15-309, 15-311.1, 15-312, 15-313, 15-406, 15-408, 15-409, and 15-411; Commercial Law Article, §14-1502; Annotated Code of Maryland

.01 Dealer Licensing and Registration.

A. The Administration may refuse to grant a license to any person as a dealer or may suspend, revoke, or refuse to continue the license of a dealer already issued, unless meeting the requirements contained here.

B. A person applying for a dealer license shall submit the application on forms approved by the Administration, along with the fee as set forth in COMAR 11.11.05.

C. A dealer license shall be issued for a 2-year period.

.02 Location Requirements.

A. Each location shall be subject to inspection by an authorized representative of the Administration before approval of application for dealer registration.

B. Following approval of the application, the location shall be maintained in accordance with the applicable provisions of Transportation Article, Annotated Code of Maryland, and the regulations promulgated by the Administration. Licensees are subject to reinvestigation by authorized representatives of the Administration.

C. Only one license for the type of vehicle being offered for sale will be permitted at any one location, and once the location has been licensed, it may not be subdivided for the purpose of establishing other businesses, under separate licenses for the same type of vehicle being offered for sale, without the prior approval of the Administration. This prohibition also applies to a licensee doing business under more than one corporate structure.

D. A dealer may do business in a name or under any title or designation other than the corporation name, provided that the title or designation is not misleading. A trade or corporate name that falsely states or implies that a dealer has a special relationship or connection with a manufacturer that other dealers do not have is misleading, and an example of a title or designation that may not be adopted by a dealer. The dealer's application for license shall state the full corporate name and all "trading as" or "doing business as" names. Example: ABC Pontiac-----GMC-----Nissan-----Volvo, Inc.; T/A ABC Volvo, T/A ABC Nissan, T/A ABC Pontiac-----GMC.

E. A dealer may hold multiple licenses, for example, new or used vehicle, motorcycle, and trailer dealers' licenses, provided that all licenses are issued in the same dealership name.

F. The dealership shall face, adjoin, and be fully visible from an improved street or highway that is accessible to the public and that is identifiable by name or postal number. The street or highway shall be used by the public for vehicular travel.

G. The location shall be of a size to adequately and safely permit the display of a minimum of ten vehicles and space for customer parking.

H. The location shall meet all local zoning regulations.

I. The location shall be fully lighted.

J. The display and customer parking areas shall be adequately surfaced with an appropriate covering, subject to approval by the Administration.

K. The additional locations shall be inspected and approved by the Administration.

L. Additional locations shall meet the minimum standards set forth in applicable provisions of the Transportation Article, Annotated Code of Maryland, and the regulations promulgated by the Administration.

M. Additional locations may use registration plates issued to the primary location provided the trade name and ownership are identical to that of the primary location.

N. Signs.

(1) Appropriate dealership signs shall be permanently affixed.

(2) The signs shall be of a size as to make them reasonably legible from the street or highway.

(3) The signs shall clearly identify the business conducted at the dealership and shall adequately direct the customers to the dealership office.

(4) As to wholesale dealers, a sign is not required. However, if a sign is displayed, it:

(a) Shall be displayed at the dealership entrance;

(b) May not be larger than 6 inches in height and 18 inches in length; and

(c) May not contain any language which implies the dealership will sell to or exchange vehicles with a retail buyer.

O. As to wholesale dealers, the location shall be in a permanent building and the space used shall be:

(1) Owned or leased by the wholesale dealer;

(2) Regularly occupied and exclusively used by the wholesale dealer for dealership purposes.

.03 Office Requirements.

A. The dealership office shall be housed at the dealer's fixed location and in a substantial building adequate and appropriate for the business so conducted.

B. The dealership office shall be of sufficient size to accommodate the customers, and shall be equipped with office furniture, such as desk, chairs, and filing cabinets, and electricity, lighting, heat, and telephone, in order to reasonably conduct the dealership business.

C. A current trader's license shall be issued by the political subdivision of each location.

D. This license shall be displayed on the premises of the dealer in a conspicuous place.

.04 Exemptions.

A. If a location is otherwise adequate and appropriate, the location requirements outlined in Regulation .02F, G, I, J, and N of this chapter may be waived for wholesale dealers, for new trailer, boat trailer, motorcycle dealers, and for any person licensed as a dealer to sell

only fire, rescue, and emergency medical motor vehicles, who shall have the privilege of assigning manufacturer's certificates of origin and to issue temporary tags upon filing with the Administration a written franchise agreement from the manufacturer of the vehicles for which the dealer claims a franchise.

B. Once licensed as a dealer to sell fire, rescue, and emergency medical motor vehicles, the dealer shall be prohibited from selling any types of vehicles other than fire, rescue, and emergency medical motor vehicles until the location requirements in Regulations .02 and .03 have been met.

C. Manufacturers and distributors are exempt from location requirements for the purpose of securing Class 1A registration plates.

D. The registration of a dealer in the names of two or more persons as partners, or otherwise, may not require a reinspection on a change in ownership as long as one person named as a partner or co-owner remains as the owner, part-owner, or, in a corporation, as one of its legal officers.

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

IMPORTANT MESSAGE

PLEASE READ THIS IMPORTANT MESSAGE

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

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

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

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

CS-011 (12-13)

MVA Criminal Record Request Form

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

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

Signature Date

Name of Business

Type of License: ❑ Dealer ❑ Salesman ❑ Professional Driver Instructor ❑ Title Service Agent ❑ Other

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

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

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

Out of State Residence:

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

MVA Use Only: