

# **Dealer Licensing Forms**

Forms  
needed to  
apply for a  
Dealer  
License

- MVD-350 Dealer License Application
- MVD-362 Applicant Questionnaire
- MVD-363 Zoning Form
- MVD-364 Plot Plan

# MVD- 350 Dealer License Application

**Bureau of Motor Vehicles**  
**Application for a Dealer License**

Office Use

Type:

New Application   
  Additional License Type   
  Annex Location   
  Secondary Location  
 Change of Status   
  Change of Location   
  Other (Specify) \_\_\_\_\_

Owner (s) Name \_\_\_\_\_ Cell Number \_\_\_\_\_  
 DBA (If Applicable) \_\_\_\_\_  
 Business Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Fax Number \_\_\_\_\_

Business Physical Location \_\_\_\_\_  
 City or Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_  
 City or Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Sales Tax Number \_\_\_\_\_ Federal ID Number \_\_\_\_\_  
 Franchise(s) Held \_\_\_\_\_

Please list any annex or secondary location(s) where business will be conducted under same license:

Location \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Location \_\_\_\_\_ Phone Number \_\_\_\_\_

In the columns below please check off the types of licenses you are applying for and enter the appropriate fee.  
Total the far-right column and enter the amount at the bottom.

Types of Licenses / Fees	License	License Fee	Total Fee
New Car Dealer License		\$150.00 ea.	
Used Car Dealer License		\$150.00 ea.	
Loaner License		\$150.00 ea.	
Equipment Dealer License		\$150.00 ea.	
Transporter License		\$150.00 ea.	
Recycler License		\$150.00 ea.	
Auction License		\$150.00 ea.	
Heavy Trailer License (over 3,000 lbs.)		\$150.00 ea.	
Light Trailer License (3,000 lbs. or less)		\$50.00 ea.	
Motorcycle Dealer License		\$50.00 ea.	
Annex License		\$150.00 ea.	
Secondary Location		\$100.00 ea.	
SBI Background Check (Per Owner, Partner, or Officer)		\$21.00 ea.	
Filing Fee - If you are applying for a new license, changing a business location, or changing ownership or corporate structure.		Add \$150.00	
<b>TOTAL (Total Amount from Back and Front)</b>			

Please list below the name, address, date of birth, and title of each owner, partner, or officer in your business.

Name	Address	Date of Birth	Title	% of Ownership
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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This application must be completed for each of the following reasons:

- Initial license requests
- Change of status or business structure
- Change of Location
- Adding an annex or secondary location
- Any other reason where a change or addition is taking place (For example: adding or removing an officer/ owner)

**Applicant Questionnaire for the  
Licensing of Dealers, Transporters, Leasers or Recyclers**

Type:  New Application     Additional License Type     Address Location     Secondary Location  
 Change of State     Change of Location     Other (Specify) \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Business Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Business Physical Location \_\_\_\_\_

City or Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

City or Town \_\_\_\_\_ Zip Code \_\_\_\_\_

What type of business are you licensing? \_\_\_\_\_

**Section II: Please answer each question by check marking either Yes or No.**

1. Is there any or was there previously a licensed dealership at your location?  Yes  No  
 If Yes, please supply name of dealership \_\_\_\_\_  
 If Yes, were you an owner of this dealership?  Yes  No
2. Is there any other business at this location?  Yes  No  
 If Yes, what is the name and type of this business? \_\_\_\_\_ Yes  No
3. Do you own this business?  Yes  No
4. What days and hours is your business open? \_\_\_\_\_ Yes  No
5. Do you currently have ownership in any other dealership?  Yes  No  
 If Yes, please list the dealership(s) name and license type and number:  

_____	_____
_____	_____
_____	_____

**Section III: These questions ask about your established place of business:**

1. Is your business located in a permanently enclosed commercial building?  Yes  No
2. Is your business located on one parcel of land?  Yes  No
3. Do you own the property & building?  Yes  No
4. Do you lease the property & building?  Yes  No  
 (If Yes, enclose a copy of the lease)

**Section III: These questions ask about your display/repair area:**

- NOTE: Displays/Storage only are exempt!**
1. Does your business have at least 5,000 sq. ft. of display area in or adjoining the building?  Yes  No
  2. Do you have your repair facility? If so, a copy of this lease must be provided to DMV.  Yes  No
  3. Do you have your repair facility in a Maine Inspection Technician?  Yes  No  N/A
  4. If you have your repair facility, do you have a minimum 2' x 3' sign stating that any repair work done on site for the dealership will be performed by the technician leasing the space?  Yes  No  N/A
  5. Does the sign contain the technician's address and telephone number?  Yes  No  N/A
  6. Do you have the tools and equipment needed to repair and service vehicles properly?  Yes  No
  7. Do you have an air compressor?  Yes  No
  8. Do you have a hydraulic jack or lift?  Yes  No
  9. Do you have a full set of mechanic tools?  Yes  No
  10. Does the owner or an employee work at a minimum at least 30 hrs. per week?  Yes  No

**Section IV: These questions ask about your business sign:**

1. Do you have an office with at least 60 sq. ft. to keep records and conduct business?  Yes  No
2. Is your office heated?  Yes  No
3. Does your office have at least 1 desk, 2 chairs, and a filing cabinet?  Yes  No
4. Is your office completely enclosed by floor to ceiling construction?  Yes  No
5. Is your office separate from any living quarters?  Yes  No
6. Is your office located in or adjoining your business building?  Yes  No

**Section V: These questions ask about your business sign:**

1. Is your business identified by an exterior sign?  Yes  No
2. Is the sign permanently affixed to land or building?  Yes  No
3. Is the sign visible at a distance of 300 feet?  Yes  No
4. Is the sign at least 12 square feet in size?  Yes  No
5. What does the sign say? \_\_\_\_\_

**Section VI: If you are applying for a regular dealer license, you must also complete the last set of questions by checking Yes or No to each question below.**

1. Is there a storage area in or adjoining the building?  Yes  No
2. Is the business within 1,500 feet of a state or federally owned cemetery?  Yes  No
3. Did your salvage yard exist before December 5, 1983?  Yes  No  
 If No, what date did your salvage yard begin? \_\_\_\_\_
4. Is this an expansion of an existing salvage yard?  Yes  No
5. Do you maintain a business inventory of all vehicles, component parts, body, chassis, or transmissions that are received or disposed of as required by law?  Yes  No
6. Explain a year record keeping procedure: \_\_\_\_\_
7. Are you currently a licensed dealer in Maine?  Yes  No
8. Are you currently a licensed dealer in any other state?  Yes  No

Signature of Applicant \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Notarization Required**

Before me personally appeared \_\_\_\_\_, who by me being duly sworn under oath says that the statements set forth above are true and correct. Witness my hand and published before me at \_\_\_\_\_, Maine, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

# MVD-362 Application Questionnaire

- Questionnaire must be filled out completely and notarized.
- Questions are in regard to your business location, display area, office and signage.



SECRETARY OF STATE  
 BUREAU OF MOTOR VEHICLES  
 STATE HOUSE STATION 29  
 AUGUSTA, MAINE 04333

BUILDING CODE, ZONING AND LAND USE REGULATORY ORDINANCE CLEARANCE

Applicant's Name, Business Name and Business Address

# MVD-363 Zoning Form

• Form must be filled out and notarized by the town office.

Dear Sir:

As required by the Secretary of State, the above named applicant, at the location shown, is in compliance with all local building codes and land use regulatory ordinances for the **initial application** for a dealer license and/or for the application for additional dealer license types as they pertain to a commercial building, a vehicle display area, and sale and service of vehicles and the display of a permanently mounted sign.

A local seller's license:

<input type="checkbox"/> Is required	<input type="checkbox"/> Is not required
<input type="checkbox"/> Has been issued	<input type="checkbox"/> Will be issued

\_\_\_\_\_  
 Signature - Authorized City/Town Official

\_\_\_\_\_  
 Title

**NOTARIZATION REQUIRED**

STATE OF MAINE - County of \_\_\_\_\_ Date, \_\_\_\_\_ 20\_\_\_\_ Then personally appeared the above authorized city/town official named \_\_\_\_\_ and acknowledged the foregoing instrument under oath to be their free act and deed.

Notary Public or Attorney \_\_\_\_\_

My commission expires: \_\_\_\_\_



SECRETARY OF STATE  
BUREAU OF MOTOR VEHICLES  
STATE HOUSE STATION 29  
AUGUSTA, MAINE 04333

VEHICLE SALVAGE DEALER AND RECYCLER LICENSE  
BUILDING CODE, ZONING AND LAND USE REGULATORY ORDINANCE CLEARANCE

Applicant's Name, Business Name and Business Address

Dear Sir:

As required by the Secretary of State, the above named applicant, at the location shown, is in compliance with all local building codes; zoning and land use regulatory ordinances and has the required permits issued by this municipality to conduct business as a vehicle salvage/recycler dealer.

This applicant's business is required to be issued a permit pursuant to Title 30-A, Section 3753 subchapter 1: Junkyards and automobile graveyards. This permit is a prerequisite to being licensed as a recycler.

Has been issued  
 Will be issued  
 Will not be issued

Signature - Authorized City/Town Official

Title

NOTARIZATION REQUIRED

STATE OF MAINE - County of \_\_\_\_\_ Date, \_\_\_\_\_ 20\_\_\_\_ Then personally appeared the above authorized city/town official named \_\_\_\_\_ and acknowledged the foregoing instrument under oath to be their free act and deed.

Notary Public or Attorney \_\_\_\_\_

My commission expires: \_\_\_\_\_

# MVD-394 Zoning Form

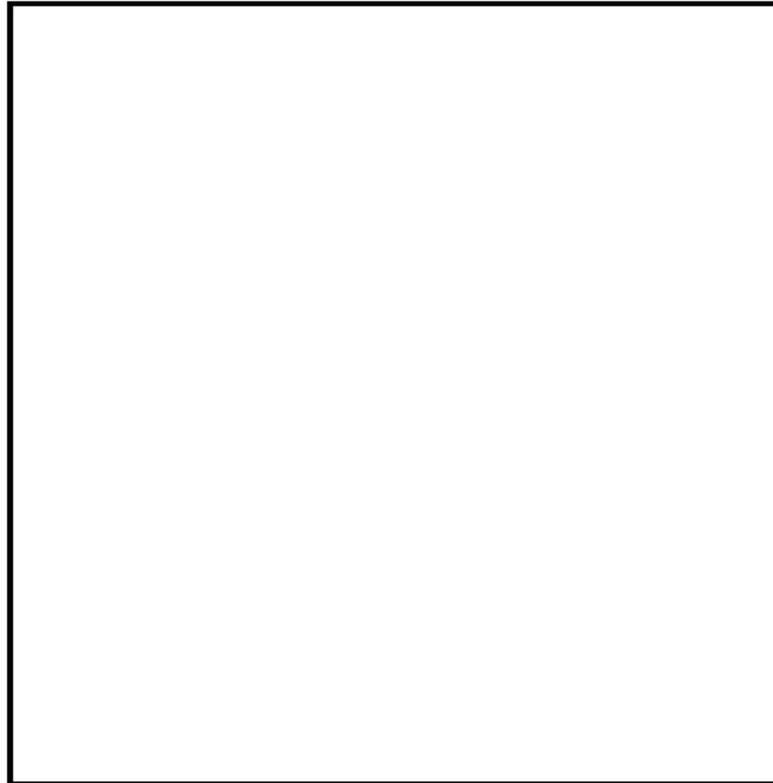
- If applying for a recycler's license this zoning form will need to be filled out.
- Form must be filled out and notarized by the town office.

# Dealership Plot Plan

Dealership Name: \_\_\_\_\_

Dealership Location (Physical Location) \_\_\_\_\_

Please use the area provided below to draw a layout of your facility. Include the dimensions of the office area, repair area, and the display area. Also, indicate where the sign will be posted. If there are any other businesses operating at this same location, show their area as well.



- Plot plan can be a hand drawn sketch of your business location showing the office, display area, repair area, signage, and customer parking.
- Approximate measurements must be included. If unsure of the measurements, you must measure the property prior to submitting paperwork.

## MVD-364 Plot Plan

Other  
necessary  
forms to  
complete a  
dealer  
license  
application.

- Sales tax certificate
- An R-1348 (insurance policy)
- Surety Bond
- Dealer training affidavit
- Articles of Incorporation ( if applying as a Corporation)
- Certificate of Formation (if applying as an LLC)
- Partnership Agreement if applicable
- Federal ID #/EIN
- Franchise Agreement (new car dealers only)

# Dealer License Renewal

# Dealer License Renewals

- Dealer renewal forms are printed and mailed to each active dealer approximately two weeks prior to the end of the month before license expiration month.
- New and Used car dealers are required to pay a \$1.00 arbitration fee for each retail sale.
  - A. A \$1 lemon law arbitration program fee must be collected by the authorized new car dealer from the purchaser as part of each new motor vehicle sale agreement.
  - B. A \$1 consumer mediation service fee must be collected by the used car dealer from the purchaser as part of each used motor vehicle sale agreement



# Miscellaneous forms



# Lost Sticker

## MVD-375

- Please complete the following form if a dealer sticker becomes lost, mutilated, or destroyed and include \$0.50 per validation sticker.

- **If lost or stolen, you should notify local law enforcement.**



Department of  
the Secretary of State  
Bureau of Motor Vehicles

### Notice of Lost Dealer Sticker and Request for Replacement Sticker

Please print and use blue or black ink only.

Sticker fee: .50¢ (each)

Owner's name: \_\_\_\_\_

Legal business name: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Business physical address: \_\_\_\_\_  
Street City/Town/State Zip

Business mailing address: \_\_\_\_\_  
Street/PO Box City/Town/State Zip

Business phone number: \_\_\_\_\_ Business fax number: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact phone number: \_\_\_\_\_

License type/plate number: \_\_\_\_\_ Number of stickers needed: \_\_\_\_\_

I hereby request a duplicate sticker for the business described above. I certify that the original sticker is:

Lost     Stolen     Mutilated (i.e. torn, faded, destroyed, etc.)

Application may be emailed to: [Dealerlicensing.bmv@maine.gov](mailto:Dealerlicensing.bmv@maine.gov)

Or faxed to: (207) 624-9126

The undersigned hereby certifies that all the information contained herein is true and correct to the best of my/our knowledge and belief. If representing a company, I further certify that I have been authorized by the company to sign on their behalf.

Signature of authorized person      Printed name      Official title      Date

**BMV USE ONLY**

New sticker(s) issued: \_\_\_\_\_

Issued by: \_\_\_\_\_ Date issued: \_\_\_\_\_

# 30 Day Temporary Plate Order Form



State of Maine  
Bureau of Motor Vehicles  
Application for 30 Day Dealer Temporary Plates  
(This application can only be submitted by a Maine Licensed Dealer)

Please print and use blue or black ink only.

Temporary plate fee: \$1.00 (per plate)

Please submit a copy of the valid dealer license along with your application and appropriate fee.

Dealer license type/number: \_\_\_\_\_ Number of plates being requested: \_\_\_\_\_  
(Minimum amount: 20)

Owner's name: \_\_\_\_\_

Legal business name: \_\_\_\_\_ Business phone number: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Business shipping address: \_\_\_\_\_  
(Cannot be a PO Box) Street City/Town/State Zip

Name of the person making the request: \_\_\_\_\_  
(Legal full name)

Driver's license number: \_\_\_\_\_ Driver's license expiration: \_\_\_\_\_ State license issued: \_\_\_\_\_

\*Driver's license information is required.

The undersigned hereby certifies that all the information contained herein is true and correct to the best of my/our knowledge and belief. If representing a company, I further certify that I have been authorized by the company to sign on their behalf.

Signature of authorized person Printed name Official title Date

Payment Information
Please make check or money order payable to Secretary of State and send to: Bureau of Motor Vehicles, Dealer Licensing, 101 Hospital Street, 29 State House Station, Augusta, ME, 04333.
Or payment may be made by credit/debit card. Please complete the section below if you choose to pay by credit/debit card.
If you have any questions, please contact Dealer Licensing and Regulation at (207) 624-9000 ext. 52143.
Credit/Debit Card Number: _____
Expiration Date: _____ Zip Code: _____
Name as it appears on the credit/debit card: _____
Signature of card holder: _____

Application may be emailed to: [DealerLicensing.BMV@Maine.gov](mailto:DealerLicensing.BMV@Maine.gov) or faxed to: (207) 624-9126

MVD-408 Rev 10/2021

101 Hospital Street, #29 State House Station, Augusta, Me 04333-0029 Tel. (207) 624-9000 Ext. 52143 Fax: (207) 624-9126 TTY Users call Maine relay 711

- This form can be completed, and either mailed, emailed or faxed to our office. Once processed, the plates will be delivered within 2-3 days.
- Alternatively, you may go to a local BMV branch and purchase temporary plates there. The person conducting the transaction will need a copy of the dealer's license and their valid driver's license or state issued ID card.



Department of  
the Secretary of State  
Bureau of Motor Vehicles

Application for Dealer Sales Promotion

Please use a separate application for each promotion license location and type.  
A completed Zoning Use Form (MVD-396) is required by the Municipal Officer where the Sales Promotion is taking place.

# Application for Dealer Sales Promotion

This form must be completed and submitted with payment for any attended or unattended sales promotions.

Dealers must also submit a zoning clearance form – MVD-396 – with their application, as well as a lease agreement for use of the property where the promotion will take place.

<p><b>ATTENDED SALES PROMOTION</b></p> <p><input type="checkbox"/> FEE: \$50 (valid 1 to 7 days)</p> <p><input type="checkbox"/> FEE: \$100 (valid 8 to 60 days)</p> <p><input type="checkbox"/> FEE: \$150 (valid 61 to 90 days)</p> <p><input type="checkbox"/> CHARITABLE EVENT: NO FEE Number of days: _____</p>	<p><b>UNATTENDED SALES PROMOTION</b></p> <p><input type="checkbox"/> FEE: \$50 (valid 1 to 7 days)</p> <p><input type="checkbox"/> FEE: \$100 (valid 8 to 60 days)</p> <p><input type="checkbox"/> FEE: \$150 (valid to 1 year)</p> <p><input type="checkbox"/> CHARITABLE EVENT: NO FEE Number of days: _____</p>
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**Promotion Information**

Promotion Name: \_\_\_\_\_

Location (physical address): \_\_\_\_\_  
Street City/Town/State Zip

Promotion Start Date: \_\_\_\_\_ Promotion End Date: \_\_\_\_\_

Legal Dealership Name: \_\_\_\_\_ Dealer License Number: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Franchise Being Held: \_\_\_\_\_

**Maine law does not allow a new vehicle dealer to locate a promotion outside that dealer's area of responsibility as defined by the dealer's franchise agreement.**

Is this promotion location within your franchise area of responsibility?  YES  NO

\_\_\_\_\_  
Signature Printed Name Official Title Date

Application may be emailed to [DealerLicensing.BMV@Maine.gov](mailto:DealerLicensing.BMV@Maine.gov), faxed to: (207) 624-9126, or mailed to Secretary of State, BMV-Dealer Licensing, SHS #29, Augusta, ME 04333. Please make check or money order payable to the Secretary of State or pay by credit or debit card by completing the form below.

Type:  Visa  MasterCard  Discover  American Express

Credit/Debit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_



SECRETARY OF STATE  
BUREAU OF MOTOR VEHICLES  
STATE HOUSE STATION 29  
AUGUSTA, MAINE 04333

ZONING USE REGULATORY ORDINANCE CLEARANCE  
FOR SALES PROMOTION

Applicant's Name, Business Name and Sales Promotion Address

Dear BMV ~ Dealer Licensing:

As required by law, the above-named applicant, at the location shown, is in compliance with all local building codes, zoning and land use regulatory ordinances and has the required permits issued by this municipality to conduct business for a Sales Promotion.

\_\_\_\_\_  
Signature - Authorized City/Town Official

\_\_\_\_\_  
Title

**NOTARIZATION REQUIRED**

\_\_\_\_\_  
STATE OF MAINE - County of \_\_\_\_\_ Date, \_\_\_\_\_ 20\_\_\_\_ Then personally  
appeared the above authorized city/town official named \_\_\_\_\_ and  
acknowledged the foregoing instrument under oath to be their free act and deed.

Notary Public or Attorney \_\_\_\_\_

My commission expires: \_\_\_\_\_

- Zoning Clearance is required for sales promotions and must be submitted with the application for the permit.
- This form must be signed by a town official and notarized.



Department of  
the Secretary of State  
**Bureau of Motor Vehicles**

**STATE OF MAINE**  
**TEMPORARY AUCTION PERMIT REQUEST**  
(minimum of 48 hours' notice required)

**\*PLEASE PRINT CLEARLY\***

Applicant's Name: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Business Physical Address: \_\_\_\_\_  
Street City/Town Zip

Phone Number: \_\_\_\_\_ Auction License Number: \_\_\_\_\_

**We are requesting a permit to conduct an off premises auction to be held at the following location:**

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**To be held on:**

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Signature \_\_\_\_\_ Official Title \_\_\_\_\_ Date \_\_\_\_\_

Application may be emailed to: [Dealerlicensing.bmv@maine.gov](mailto:Dealerlicensing.bmv@maine.gov)  
Or faxed to: (207) 624-9126

If you have questions, please feel free to contact Dealer Licensing at (207) 624-9000 ext. 52143.

## Temporary Auction Permit Request

This form should be completed at least 48 hours (business days) in advance of permit need.

Temporary Auctions may not be conducted without permit on site.

**The following list contains some of the rules and laws that a dealer must follow.**

**Please refer to the following for more detailed guidance:**

- M.R.S.A Title 30-A
- M.R.S.A Title 29-A
- M.R.S.A Title 17
- M.R.S.A Title 17-A
- M.R.S.A Title 11
- M.R.S.A Title 10
- M.R.S.A Title 5
- Secretary of State Rules and Regulations Chapter 103 and Chapter 104.