STATE OF CALIFORNIA
DMV
Department of Motor Vehicles

DMV USE ONLY
OCCUPATIONAL LICENSING NUMBER

USED DEALER OR DEALER WHOLESALE ONLY APPLICATION CHECKLIST

Instructions:

- Application forms may be completed online and printed or they can be printed and completed manually in ink.
- Each form must be submitted with an original signature.
- To be acceptable, they must be free from whiteout (fluid or tape). All information requested must be complete and accurate.
- Submit the above required forms and documents to a local Occupational Licensing Inspections Office. For office locations refer to Occupational Licensing webpage at ***dmv.ca.gov***.

STOP **Applicants applying for a used dealer or dealer-wholesale only license must attend a dealer education program and pass a written examination administered by the Department of Motor Vehicles before submitting the original Certificate of Completion with their application.**

SECTION 1 — FEES REQUIRED

$175 Application Fee
Non-Refundable

$70 For Each Branch Location

$90 Each Dealer Plate (Auto) $92 (Motorcycle) Plus County Fees
County fees vary depending on the county where your business is located.
Dealer plates are optional.

$100 Autobroker Endorsement
Required only if adding autobroker endorsement to your retail license. (Not applicable for wholesale only license.)

$1 Family Support Program

$42 For Each Person Submitting ADM 1316 Fingerprint Card
Out-of-state applications only.

$16 Examination
Each retest will be an additional $16.

SECTION 2 — FORMS REQUIRED ***(Attach documents in the following order.)***	✓
Application for Original Occupational License, Part C (OL 12)	
Original Application for Occupational License (OL 21A)	
Surety Bond of Dealer (OL 25), **OR** Surety Bond of Motorcycle Dealer, Motorcycle Lessor-Retailer, All-Terrain Vehicle Dealer, or Wholesale-Only Dealer [less than 25 vehicles per year] (OL 25B) **OR** Deposit Agreement and Assignment (OL 25E) **AND** Payee Data Record (STD 204)	
Authorization To Release Financial Information (OL 53)	
Application for Occupational License Personal History Questionnaire (OL 29B) *Required for each person listed under ownership on form OL 12.*	
Appointment of Director as Agent for Service of Process (ADM 9050) *Required for each person listed under ownership on form OL 12.*	
Request for Live Scan Service [copy] (DMV 8016) *Required for each person completing form OL 29B.* Out-of-state residents call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316) and Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement (BCII 9004). **NOTE:** Refer to Fingerprinting/Live Scan information on the Occupational Licensing webpage.	

Print Clear Form

SECTION 3 — ADDITIONAL DOCUMENTS REQUIRED ***(Attach documents in the following order.)***	✓
Evidence of successful completion of the Vehicle Dealer Written Examination. *Applicants will take the written examination with their local Occupational Licensing Inspector.* *A current California driver license or identification card is required.*	☐
The original Dealer Education Certificate of Completion issued by the public provider. *Certificate is valid for one year from course date.*	☐
If filing as a Corporation • Most recent Statement of Information filed with the Secretary of State. **If filing as a Limited Liability Company or Limited Liability Partnership** • Most recent Statement of Information (Limited Liability Company) filed with the Secretary of State.	☐
A copy of your Fictitious Name Statement. *Not required if your surname is included in your business name.*	☐
A copy of your State Board of Equalization Resale Permit.	☐
Photograph(s) of business location. **NOTE:** Refer to Photograph Procedure information on the Occupational Licensing webpage.	☐
SECTION 4 — ADDITIONAL REQUIREMENTS ONCE LICENSED	✓
Effective 7/1/2012 the seller must obtain a **National Motor Vehicle Titling Information System (NMVTIS)** report for any used vehicle offered or displayed for sale, and must display a warning on the vehicle when the report indicates the states have branded the title. Further information regarding NMVTIS or to locate a vendor to access these reports is available at ***https://www.vehiclehistory.gov/***.	☐
SECTION 5 — IMPORTANT INFORMATION ***(Incomplete applications will be returned.)***	✓
Make and keep a copy of all documents for your records. *The department does not provide photocopies.*	☐
The department's Business Partner Automation program offers alternatives for processing transactions electronically. Information is available on the Occupational Licensing webpage.	☐

Pursuant to *California Vehicle Code* (CVC) §11704 (b); upon receipt of an application for a license which is accompanied by the appropriate fee, the department shall, within 120 days, make a thorough investigation of the information contained in the application.

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