



Charles E. Summers, Jr.  
Secretary of State

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

Thomas Arnold  
Deputy Secretary of State

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## Information for Dealer License Applicants

In order for the Secretary of State to issue a dealer, transporter, loaner or auction license, the applicant must:

- File the proper **application and total fees**, including the filing fee, license fee(s) and plate fee(s).

If the license(s) and plate(s) cannot be issued, all license and plate fees will be refunded. The filing fee is **non-refundable** by law. The filing fee and questionnaire is waived on applications from finance companies and financial institutions or credit unions because there is no inspection required for these types of businesses.

- Complete a **questionnaire** and have it properly **notarized**.
- On a “**zoning**” form provided, please furnish proof of compliance with building codes, zoning and land use ordinances. An official of the city/town must sign the “zoning” form where the business is being licensed. This form must also be **notarized**.
- If the business is a sole proprietorship (not incorporated) please indicate “Individual” ownership on the application. You may use a business name for your dealership, however, all of the application documents must be completed in that business name.
- If the business is a partnership, you must submit a copy of the **partnership agreement** with your application. You must **register your partnership** in the city/town where the business is located.
- If the business is a Maine Corporation, Limited Liability Company (LLC), Limited Liability Partnership (LLP), Limited Partnership (LP), etc. please submit a copy of the appropriate organizational documents for your registered business entity (e.g. **Articles or Incorporation**) that must be obtained from the Secretary of State, Division of Corporations. If the owner is a foreign (out of state) Corporation, Limited Liability Company (LLC), Limited Liability Partnership (LLP), or Limited Partnership (LP), please submit a copy of your Application for Authority to do Business in Maine that must be obtained from the Secretary of State, Division of Corporations. To obtain these copies, please contact the Division of Corporations at (207) 624-7752.

If, in addition to the legal name on file with the Secretary of State, Division of Corporations, your business intends to operate under an assumed name, you must file an application to use an assumed name. For more information regarding this assumed name filing, please contact the Division of Corporations at (207) 624-7740.

- In addition to the copies of your organizational documents from the Division of Corporations you must provide a sworn affidavit that includes the names, titles and percentage of ownership of all involved in the business.
- If the property is not owned by the applicant, you must submit a copy of your **lease agreement**. This lease agreement must be signed by both the lessee and lessor and both signatures must be properly witnessed or notarized.
- Submit a copy of the **plot plan**.
- Obtain a **sales tax number**. You must contact Maine Revenue Services at (207) 624-9693 to obtain the application materials for your sales tax number.
- Obtain a **Federal ID Number or Owners Social Security Number**. You must contact Internal Revenue Services at (207) 622-1508 to obtain the application materials for your Federal ID number.
- Submit a **State Police Bureau of Identification background check (SBI)** for each owner, officer, director, shareholder, member, manager, and partner with your application. You may obtain the SBI check by contacting State Police at 624-7277 or to request a background check online, visit the State Police website at [www.Maine.gov](http://www.Maine.gov) and follow the link to Public Criminal Records under Online Services.
- Submit to an **inspection** of your dealership by a Motor Vehicle Detective to ensure that your facility meets at least the minimum requirements for the type of license(s) you are applying for.
- You must then contact your insurance agent and request that an **R-1348 insurance filing** be submitted to this office for insurance on your dealer plates. If you are applying for a light trailer, equipment or mobile home only dealer license and do not wish to have the dealer plates, the insurance filing is not needed.
- You must also contact your insurance agent to request a **surety bond** be submitted to this office. If you are applying for light trailer, equipment or mobile home only, you are not required to file a bond.

The value of the surety bond is based on the number of sales per year. The bond amounts are as follows:

| <b>Number of Sales</b>  | <b>Bond Value</b> |
|-------------------------|-------------------|
| <b>0 – 50 Vehicles</b>  | <b>\$ 5,000</b>   |
| <b>51-100 Vehicles</b>  | <b>\$ 10,000</b>  |
| <b>101-150 Vehicles</b> | <b>\$ 15,000</b>  |
| <b>151-200 Vehicles</b> | <b>\$ 20,000</b>  |
| <b>200 Vehicles +</b>   | <b>\$ 25,000</b>  |

Once all of the above requirements have been met and your application has been approved, your dealer license(s), registration(s) and plate(s) will be issued to you. All dealer licenses expire on the last day of the month, one year from the date of issuance.