

NEW JERSEY MOTOR VEHICLE COMMISSION

Trenton, New Jersey 08666

STATE OF NEW JERSEY
P.O. Box 171
Dealer Section

PLEASE READ CAREFULLY

Enclosed are applications and supplemental forms necessary to apply for a new and used motor vehicle dealer license. If you sell motor vehicles, you must be licensed.

Each applicant for a motor vehicle or moped license shall have established and maintained a place of business at the time such license is issued. An established place of business must have an exterior sign, facilities to display vehicles offered for sale, and be in conformance with all municipal requirements. No license approval will be granted when the applicant intends to use the premises of a currently licensed dealer or the premises of the proprietor of an allied business.

A licensed motor vehicle dealer can also deal in mopeds and leased vehicles with no additional license required. A licensed dealer is restricted to moped sales only.

When all investigations are concluded and the applicant is approved, a certified check or money order will be requested, as well as a current certificate reflecting liability coverage in the minimum amounts of \$100,000 per person/incident up to \$250,000 per incident for bodily injury or death, \$25,000 per incident for property damage and \$250,000 combined personal injury and property damage per incident for all owned or fleet vehicles. Such insurance certificate must contain a 30-day cancellation clause.

In addition to the above, the "dealer" must provide a surety bond in favor of the State of New Jersey in the amount of \$10,000. The bond must be executed by a surety company authorized to transact business in the State. The bond must be for a 12-month term and must be renewed at expiration for successive 12-month periods.

The fee for the license is \$100 plus an additional fee of \$257.50 for one set of registrations and five license plates, or \$77.00 for one set of motorcycle registrations and three license plates.

If you have any questions, please call (609) 292-6500 ext. 5014. Thank you for your cooperation in this endeavor.

Sincerely,

Business Licensing Services Bureau



NEW JERSEY DEALER INITIAL APPLICATION CHECKLIST

In order to insure prompt processing of your Dealer License Application, please submit all items checked!

- License fee (\$100.00). Certified check or money order payable to the NJ-MVC.
- Registration fee (auto \$257.50) (motorcycle \$77.00). Certified check or money order payable to the NJ-MVC.
- License application with municipal approval.
- Supplemental application for each owner, partner(s), officer(s) or member(s).
- Child support certification for each owner, partner(s), officer(s) or member(s).
- Receipt(s) which indicates the owner, partner(s), officer(s) or member(s) have been fingerprinted.
- Copy of the driver license of the owner, partner(s), officer(s) or member(s).
- Passport size color photograph of the owner, partner(s), officer(s) or member(s) – (please identify the individual on the reverse side of the picture).
- Copy of Incorporation/Formation Papers showing the filing date with the NJ Division of Revenue.
- Copy of Alternate/Fictitious Name Filing Certificate (if applicable).
- Copy of property deed or lease.
- Business hour(s) (if open less than 48 hours).
- Copy of Federal EIN Registration Certificate.
- Copy of NJ Certificate of Authority for Sales Tax.
- Original \$10,000.00 Surety Bond (copy not acceptable). **Due after preliminary license approval.**
- Original Certificate of Liability Insurance in the amount of \$100,000 per person/incident up to \$250,000 per incident for bodily injury or death, \$25,000 per incident for property damage and \$250,000 combined personal injury and property damage per incident covering all dealer plates and the NJMVC-Dealer Unit, PO Box 171, Trenton 08666 listed as the certificate holder. **Due after preliminary license approval.**
- Listing of authorized signatories (those authorized to sign Motor Vehicle documents on behalf of the dealership).
- Photographs/plans clearly depicting the complete premises and signage which the dealer intends to conduct business.
- Certification which verifies that those listed as authorized signatories have not been convicted of fraud or misrepresentation.
- Please submit a copy of the phone bill or installation order for the business.

***Do not provide proof of liability insurance and surety bond until you receive preliminary notice of license approval.**



STATE OF NEW JERSEY

Business Licensing Services Bureau

P.O. Box 171

Trenton, New Jersey 08666-0171

NOTICE

MOTOR VEHICLE INSTALLMENT SELLERS LICENSE

All licensed motor vehicle dealers who sell motor vehicles to retail buyers and who wish to execute retail installment contracts in connection with such sales shall be required to obtain a motor vehicle installment seller's license from the Commissioner of the Department of Banking.

Failure to obtain the required motor vehicle installment seller's license from the Commissioner of Banking before engaging in such business shall subject you to penalties provided by the Retail Installment Sales Act of 1960, N.J.S.A. 17:16C et.seq.

Additional information regarding this New Jersey statute and the application form to be used in applying for a motor vehicle installment seller's license must be obtained from:

**License Section
N.J. Department of Banking
P.O. Box 040
Trenton, NJ 08625-0040
609-292-5340**

NOTE: Applications for this license should be obtained as soon as possible. Timely filing and license issuance will ensure your ability to discount contracts to your financial institution or licensed sales finance lender.

APPLICATION FOR LICENSE

FOR OFFICE USE ONLY

License No. _____

Date _____

Reg. No. _____

Email _____

Approved by _____

The undersigned hereby applies for the license(s) checked in Part 3 and submits the following certified statement:

Corp Code _____

 1. _____
 Name Of Business (if corporation, corporate name)

Business phone _____

Trade Name _____

2. Please Check

 Corporation Partnership Proprietorship

Street Address _____

 Other _____

City _____ Zip Code _____ County _____

3. Please Check appropriate Box for License:

All applicants please provide the following information and attach copies of proof thereof:

A. NJ Sales Tax Identification Number _____

 Leasing Company

 New & Used Motor Vehicle Dealer

B. NJ Unemployment Registration Number _____

 Driving School

 Auto Body Repair Facility

C. Federal Employer Identification Number _____

 Moped Dealer

 Used Motor Vehicle Dealer

 Junkyard

 Fleet DEIC

 Private Inspection Facility

 DEIC

 Fleet Fleet Inspection Facility

4. Complete the following for proprietor, partners, or corporate officers:

 Other _____

Name

Title

Home Address

Telephone Number

5. Have the owners, partners, or officers ever been arrested, charged or convicted of a criminal or disorderly persons offense in this or any other state?

 Yes if yes, explain:

 No

6. Do you knowingly intend to employ a person who has been convicted of the above, or any other crime or who was previously licensed as any of the above in this or any other state and was subject to license suspension or revocation?

 Yes _____

 No Give name and address of person _____

7. Have the owners, partners or corporate officers ever held any of the above licenses?

 Yes

 No If yes, please explain the type of license and license numbers _____

BUSINESS LICENSING SERVICES BUREAU

SUPPLEMENTARY APPLICATION

BUSINESS NAME		BUSINESS PHONE #	
1. FULL NAME INCLUDING MIDDLE NAME AND SUFFIX, IF ANY			
2. STREET ADDRESS		CITY	STATE
3. HOW LONG HAVE YOU LIVED AT THE ABOVE ADDRESS?			HOME PHONE #
4. LIST THE CITIES, STATES OR FOREIGN COUNTRIES WHERE YOU LIVED BEFORE AND HOW LONG YOU WERE IN EACH STATE OR COUNTRY.			
5. DATE OF BIRTH (MO. DAY, YEAR)		6. PLACE OF BIRTH: (CITY, STATE OR FOREIGN COUNTRY)	
7. SEX	8. HEIGHT	9. WEIGHT	10. COLOR OF EYES
11. SOCIAL SECURITY NUMBER		12. DRIVER LICENSE NUMBER (STATE)	
13. HAVE YOU, IN THIS OR ANY OTHER STATE OR COUNTRY EVER BEEN ARRESTED, CHARGED OR CONVICTED OF A CRIME, DISORDERLY PERSONS OFFENSE, VIOLATION OF CONSUMER PROTECTION LAWS OR REGULATIONS? YES NO			
IF YES, ATTACH EXPLANATION DESCRIBING NATURE OF OFFENSE, DATE, CITY AND STATE WHERE OFFENSE OCCURRED, IDENTIFY COURT OR ADMINISTRATIVE TRIBUNAL BEFORE THE CASE WAS TRIED, DATE AND SENTENCE.			
14. I CERTIFY THAT THE INFORMATION PROVIDED HEREIN AND ATTACHMENTS, IF ANY, IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.			
SIGNATURE: _____ DATE _____			
1. FULL NAME INCLUDING MIDDLE NAME AND SUFFIX. IF ANY			
2. STREET ADDRESS		CITY	STATE
3. HOW LONG HAVE YOU LIVED AT THE ABOVE ADDRESS?			HOME PHONE #
4. LIST THE CITIES, STATES OR FOREIGN COUNTRIES WHERE YOU LIVED BEFORE AND HOW LONG YOU WERE IN EACH STATE OR COUNTRY.			
5. DATE OF BIRTH (MO. DAY, YEAR)		6. PLACE OF BIRTH: (CITY, STATE OR FOREIGN COUNTRY)	
7. SEX	8. HEIGHT	9. WEIGHT	10. COLOR OF EYES
11. SOCIAL SECURITY NUMBER		12. DRIVER LICENSE NUMBER (STATE)	
13. HAVE YOU, IN THIS OR ANY OTHER STATE OR COUNTRY EVER BEEN ARRESTED, CHARGED OR CONVICTED OF A CRIME, DISORDERLY PERSONS OFFENSE, VIOLATION OF CONSUMER PROTECTION LAWS OR REGULATIONS? YES NO			
IF YES, ATTACH EXPLANATION DESCRIBING NATURE OF OFFENSE, DATE, CITY AND STATE WHERE OFFENSE OCCURRED, IDENTIFY COURT OR ADMINISTRATIVE TRIBUNAL BEFORE THE CASE WAS TRIED, DATE AND SENTENCE.			
14. I CERTIFY THAT THE INFORMATION PROVIDED HEREIN AND ATTACHMENTS, IF ANY, IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.			
SIGNATURE: _____ DATE _____			

CHILD SUPPORT CERTIFICATION FORM

Business Name

Applicant's Name (Print)

Date of Birth

Social Security Number

Under the provisions of N.J.S.A. 2A:17-56.7 et seq., responses to the questions listed below are required. Misstatements will be just cause to take administrative action including, but not limited to, denial of licensure, immediate suspension or revocation of the license.

1. Do you have a child support obligation? Yes No
2. If yes, do the arrearage amounts equal or exceed the amount of child support payable for six months? Yes No
3. Are you subject to a child-support warrant? Yes No

I certify that the foregoing responses made by me are true and I am aware that the making of false statements may subject me to contempt of court.

Signature

Date



Motor Vehicle Commission

Trenton, New Jersey

STATE OF NEW JERSEY
BUSINESS LICENSING SERVICES BUREAU

TO ALL MOTOR VEHICLE DEALERS

The Motor Vehicle Commission has now established a live fingerprint scan process to streamline criminal background checks required as a condition of certification as a licensed Motor Vehicle Dealership.

As part of the Business License application process, it is required that all proprietors, partners and corporate officers schedule an appointment with the State's fingerprint scan vendor **MorphoTrak** (formerly Sagem Morpho, Inc.).

All you need to do is call this toll free number **1-877-503-5981 (English or Spanish Operators)** or **TTY-1-800-673-0353 (Hearing Impaired Modem Required)** to arrange an appointment to be scanned at an established site. When scheduling your appointment, you will be asked to provide certain personal information including your driver's license and social security number. Please make sure you have this information available when scheduling your appointment. In addition, you will be asked to provide the following Motor Vehicles identification numbers:

ORIGINATING AGENCY REFERRAL NUMBER (ORI)	NJ 920530Z
AGENCY CASE NUMBER	(YOUR DRIVER LICENSE NUMBER)
CATEGORY	MVK
DOCUMENT TYPE	RB1
STATUTE	N.J.S.A. 39:10-19 NJ MVC DEALER LICENSE

Please complete the applicant information form contained on the back of this letter. Though certain information is already filled in, you will need to supply certain personal information in blocks 9 thru 26 as well as your driver's license number in block 7 which will be used as your agency case number. Please have this form filled in and present it when you appear for your appointment along with the proper photo identification as noted on the back of this letter.

After supplying this information you will be scheduled for an appointment at one of the electronic scan sites. You will be required to pay a one-time fee in the amount of **\$70.25** incorporating all required background checks. Payment must be made at the time of scheduling your appointment. **AT THE TIME OF SCANNING YOU WILL RECEIVE A RECEIPT FROM THE STATE'S VENDOR. PLEASE SUBMIT THIS RECEIPT OR A COPY THEREOF AS PART OF YOUR BUSINESS LICENSE APPLICATION PACKAGE.**

If you have any questions concerning this procedure. Please contact the following area:

**NEW JERSEY MOTOR VEHICLE COMMISSION
BUSINESS LICENSING SERVICES BUREAU
DEALER UNIT
609-292-6500 ext.5014**

PLEASE BRING THIS LETTER AND PHOTO IDENTIFICATION WITH YOU WHEN YOU
APPEAR TO BE FINGERPRINTED.



MOTOR VEHICLE COMMISSION

Business Licensing Services
Dealer Unit
P.O. Box 171
Trenton, NJ 08666-0171
609-292-6500 ext.5014

DEALER BUSINESS HOURS

Business Name _____ Business Phone _____
 Street Address _____ Home Phone _____
 City _____ Zip _____ Cell Phone _____
 E-mail Address _____

In accordance with N.J.A.C. 13:21-15.2(j), a dealer applicant must submit a schedule of business hours (with no fewer than 20 hours per week between the hours of 9:00a.m. and 5:00 p.m., Monday through Saturday), unless it has business hours of 48 hours or more between the hours of 9:00 a.m. and 5:00 p.m., Monday through Saturday.

Please check the appropriate box:

A) The dealership will be open for business no fewer than **48 hours per week** between the hours of 9:00AM and 5:00 PM, Monday through Saturday. **Please sign below.**

OR

B) The dealership will be open for business no fewer than **20 hours per week** between the hours of 9:00 AM and 5:00 PM, Monday through Saturday. **You must complete the section below to indicate the days and time your business will be open:**

MONDAY	From _____	To _____
TUESDAY	From _____	To _____
WEDNESDAY	From _____	To _____
THURSDAY	From _____	To _____
FRIDAY	From _____	To _____
SATURDAY	From _____	To _____

In the event that no box is checked, the dealership will be presumed to be open no fewer than 48 hours per week, between the hours of 9:00 a.m. and 5:00 p.m., Monday through Saturday.

I certify that all of the information included herein is true to the best of my knowledge and belief. I am aware that, if any of this information is willfully false, I am subject to punishment.

Applicant Name (Print): _____ **Title:** _____

Applicant Signature: _____ **Date:** _____



New Jersey Motor Vehicle Commission

Business Licensing Services Bureau
P.O. Box 172, Trenton, NJ 08666-0171
(888) 486-3339 ext. 5014 toll-free in NJ
609-292-6500 ext. 5014

MVC DEALER CERTIFICATION / SIGNATURE CARD

The undersigned Licensee hereby authorizes the person(s) whose signatures appear below to act as authorized signatory as set forth in N.J.A.C.13:21-15.1

SIGNATORY # 1	NAME (PRINT IN FULL)
	ADDRESS CITY, STATE /ZIP
	HOME NUMBER
	SIGNATURE

SIGNATORY # 2	NAME (PRINT IN FULL)
	ADDRESS CITY, STATE /ZIP
	HOME NUMBER
	SIGNATURE

SIGNATORY # 3	NAME (PRINT IN FULL)
	ADDRESS CITY, STATE /ZIP
	HOME NUMBER
	SIGNATURE

SIGNATORY # 4	NAME (PRINT IN FULL)
	ADDRESS CITY, STATE /ZIP
	HOME NUMBER
	SIGNATURE

Pursuant to N.J.A.C. 13:21-15.5(a)4, the Chief Administrator may deny an application for a license, revoke or suspend a license after it has been granted or issue a cease and desist order to a licensee or to an unlicensed person or entity engaged in activities for which a license is required pursuant to N.J.S.A. 39:10-19 et seq., if one or more of the partners, officers, directors, other controlling persons, or employees of the applicant previously held a license issued under the authority of the Division or the Commission, which license was revoked for cause and never reissued or was suspended for cause and terms of suspension have not been satisfied, or have willfully violated a cease and desist order issued by the Chief Administrator.

Pursuant to N.J.A.C. 13:21-15.5(a)7, the Chief Administrator may deny an application for a license, revoke or suspend a license after it has been granted or issue a cease and desist order to a licensee or to an unlicensed person or entity engaged in activities for which a license is required pursuant to N.J.S.A. 39:10-19 et seq., if the licensee or applicant knew or should have known that any employee, partner, officer, director, owner of a controlling interest or agent of the licensee or applicant is an individual who has been convicted of a crime arising out of fraud or misrepresentation or previously held a license issued by the Director or the Commission, which license was suspended or revoked for cause and not reissued.

I have read the above regulations and certify that all of the information included herein is true to the best of my knowledge and belief. I am aware that, if any of this information is willfully false, I am subject to punishment.

Business Name (Print in full): _____ License #: _____

Licensee Name (Print): _____ Date: _____

Licensee Signature: _____ Title: _____
(Owner, Partner or Corporate Officer)

Signature card(s) must be filed for all persons authorized to act on behalf of the dealer. If you authorize any other person not listed here to execute documents or if you revoke such authority of any person listed here, you shall notify this Bureau immediately and re-submit a current signature card(s), covering all persons having authority to execute documents on half of the dealer. All signature cards prior to the most current are invalid.