



*The Commonwealth of Massachusetts*  
*Executive Office of Transportation*  
*Registry of Motor Vehicles*  
*www.mass.gov/rmv*

RACHEL KAPRIELIAN  
*Registrar*

Mail:  
Section 5 Division  
P.O. Box 55897  
Boston, MA 02205-5897  
(617) 351-9272

Dear Dealer Applicant:

A "Dealer" is defined as any person who is engaged principally and substantially in the business of buying, selling, or exchanging motor vehicles, trailers, or motor vehicle bodies and maintains a facility dedicated to carrying out said business, and except for a person who exchanges such vehicles on a wholesale basis, is open to the public.

It will be necessary for you to furnish copies of the following documents in order to obtain Dealer plates:

- 1. A Current Dealer License from the city or town in which you are doing business. (M.G.L. c. 140, § 59)**
- 2. A Current Business Certificate from the city or town in which you are doing business.**
- 3. Corporation papers from the Secretary of State, Department of Corporations and Taxation (if applicable).**
- 4. Federal Identification Number/Employer Identification Number (FID/EIN)\* from the Department of the Treasury, Internal Revenue Service. If you currently have an FID/EIN, please enclose a copy of one of the following most common forms of proof of an FID/EIN:**

- Any pre-printed IRS correspondence that includes corporation name, address, and FID/EIN number
- Federal Tax Deposit Coupon **Form 8109**
- **Form 147C**
- Notice of New Employer Identification Number Assigned **Form 5372**
- **CP575** Notice (issued by the IRS). This is a letter sent to a customer to confirm issuance of an FID number.
- Certificate of Exemption **Form ST-2** (issued by DOR)

**Note:** If your business is unincorporated (e.g. a sole proprietor or general partnership), then the pre-printed IRS correspondence must list the owner information in this sequence: the individual's name, business name, and address.

- 5. Franchise agreement letter from the manufacturer, if you are a Class 1 Dealer.**

Please complete the enclosed application and return it to this office. A return envelope is provided for your convenience. Your request will be referred for investigation and you will be notified of the result.

\* If you do not have an FID/EIN, you can obtain one from the Internal Revenue Service at 1-800-829-4933.

**Note: The business name or corporation name must be spelled exactly the same on all of the above documents.**



Select one choice for each category

<u>Business Type</u>	<u>Dealer Class</u>
<input type="checkbox"/> wholesale	<input type="checkbox"/> 1
<input type="checkbox"/> retail	<input type="checkbox"/> 2
<input type="checkbox"/> salvage/retail	<input type="checkbox"/> 3
<input type="checkbox"/> manufacturer	

**SECTION 3:**

**Dealer Information**

1. Dealer License # \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date \_\_\_\_\_
2. As an owner, do you currently have or have you ever had a Section 5 General Registration plate? .....  YES  NO  
(e.g., Dealer, Repairer, Owner Contractor, Transporter, or Farmer.)
  - 2a. If yes, complete the following information.  
Plate: Type \_\_\_\_\_ Number \_\_\_\_\_  
Status:  Active  Expired  Canceled
  - 2b. If yes, has the plate(s) been suspended or revoked? .....  YES  NO
3. If the business is a corporation please list officers:  

_____	President
_____	Treasurer
_____	Clerk
4. Do you have a Used Vehicle Record Book or a software program to generate Used Vehicle Records in a format approved by the Registrar?  
 YES  NO
5. What other vehicle businesses are you engaged in?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What is the total number of employees? \_\_\_\_\_ How many employees are sales staff? \_\_\_\_\_

The undersigned hereby certify that all information contained in this application is true and correct to the best of my (our) knowledge and belief. (False statements are punishable by fine, imprisonment, or both.)

Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

*(If a corporation, include the title of the officer or duly authorized agent. If a partnership, both partners must sign.)*



## Dealer Plate Application Checklist

The following is a list of documents and/or activities that must be completed prior to the State police Inspection. Please submit the completed list with your application for Dealer Plate. Once your application is approved, you will receive a letter of notice with a list of general requirements that need to be met prior to the State Police Inspection.

- You must be principally and substantially engaged in the business of selling motor vehicles, recreational vehicles, trailers or motorcycles. What is your line of Business?

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- Ensure that you have a permanently affixed exterior sign posted of sufficient size and design to give the general public notice of the name and nature of the business. What are the sign's dimensions?

Height: \_\_\_\_\_ Length:\_\_\_\_\_ Width:\_\_\_\_\_ What does the sign say?

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- Section Five registrants cannot share office space. You must have a separate and exclusive entrance to your place of business, unless they are both owned by you. Please submit a floor plan with your application.

- The building structure, or office trailer, must have adequate office space to conduct business. Please include this information on your floor plan.

- Prior to the State Police Inspection, please check with your city or town Licensing Board for any additional requirements.

- You must register your business with the Department of Revenue (DOR) in order to be identified as a dealer in Massachusetts. You can contact DOR at 617-887-MDOR (6367).

NOTE: Please keep copies of all submitted documents for the State Police Inspection. Additional requirements will be requested on the date of inspection. A new list of general requirements will be sent to you with a letter accepting your application.