



Mail:
Section 5 Division
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Boston, MA 02205-5897
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section.5.registry@state.ma.us

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.**
6. **A list of all authorized users who will have access to the Section 5 plates and a photocopy of a valid driver's license for each authorized user.**
7. **A photocopy of a legal lease or rental agreement for the property.**
8. **Photos of exterior business signs, as well as the posted business hours and the building's interior office.**
9. **A floor plan: a diagram of the property you will use to conduct business, which will give a layout of the building and display area.**
10. **Copies of pages from your most recent UVRB and copies of the front and back of titles.**

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

- Dealer License # _____ Class _____ Expiration Date _____
- 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.)
 - If yes, complete the following information.
Plate: Type _____ Number _____
Status: Active Expired Canceled
 - If yes, has the plate(s) been suspended or revoked?..... YES NO
- If the business is a corporation please list officers:
_____ President
_____ Treasurer
_____ Clerk
- 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
- What other vehicle businesses are you engaged in?

- 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.)

I hereby acknowledge that any Section 5 General Registration Plate issued by the Registrar remains the property of the RMV, that it is not transferable, and that it may not be sold, rented, leased, loaned, re-assigned or transferred in any other manner by me or any agent on my behalf. I further understand, acknowledge and agree that if any registration plate issued as a result of this application is found in the possession of a person or on a vehicle not authorized by law, regulation or RMV policy to possess or display such plate, it may be seized at the discretion of the Registrar or his agent or a law enforcement officer and that I may be summoned by the Registrar for enforcement action and possible loss of the General Registration and all General Registration plates.

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?

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?

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.