

# West Virginia Department of Transportation Division of Motor Vehicles Dealer Renewal Application



Mail Applications and Fees to: Dealer Services  
PO Box 17100 • Charleston, WV 25317  
304-926-0705 • dmv.wv.gov

**THIS APPLICATION MUST BE TYPEWRITTEN OR PRINTED LEGIBLY IN BLUE OR BLACK INK AND SUBMITTED BEFORE JUNE 1<sup>ST</sup>.**

Dealer License Number: \_\_\_\_\_

FEE SCHEDULE	FEES DUE ↓	NEW CAR DEALER AND USED CAR DEALER	MOBILE HOME (A) AND TRAILER DEALER (B)	MOTORCYCLE DEALER	AUTO AUCTION FINANCIAL INSTITUTION MANUFACTURER TRANSPORTER	RECREATIONAL DEALER	WRECKER DISMANTLER DEALER
	Recovery Fund	\$150.00	(A) EXEMPT (\$0) (B) \$150.00	\$150.00	EXEMPT (\$0)	\$150.00	EXEMPT (\$0)
	Required Plates and License Certificate	One Plate and License Certificate \$100.00	Four Plates and License Certificate \$25.00	Two Plates and License Certificate \$10.00	One Plate and License Certificate \$100.00	Four Plates and License Certificate \$100.00	License Certificate \$15.00
	Additional Plates	Exempt Plates at \$5.00 each Plates per Formula at \$5.00 each	Additional Plates at \$5.00 each	Additional Plates at \$5.00 each	Additional Plates at \$25.00 each	Additional Plates at \$25.00 each	WD Plates-Towing # DEMO/Only One at \$25.00 Each
	Additional Certificates	more Locations License Certificates at \$1.00 per each	more Locations License Certificates at \$1.00 per each	more Locations License Certificates at \$1.00 per each	more Locations License Certificates at \$1.00 per each	more Locations License Certificates at \$1.00 per each	more Locations License Certificates at \$1.00 per each
	Special Demo Plates	First Special Demo Plate for \$100.00 Additional Special Demo Plate(s) at \$50.00 each	N/A	N/A	N/A	N/A	N/A
	Total Fees Due	\$	\$	\$	\$	\$	\$

Dealership Name: \_\_\_\_\_ Telephone Number ( ) - \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
STREET ADDRESS CITY COUNTY STATE ZIP

Business Address: \_\_\_\_\_  
STREET ADDRESS CITY COUNTY STATE ZIP

## Detailed Dealer Questionnaire

1. Any dealership changes pursuant to §17A-6-9 since the last renewal?  No  Yes • If "yes," submit form MV-126-M-DS with this application.

2. Indicate the number of vehicles sold as wholesale and retail \_\_\_\_\_. If licensed within the past fiscal year, check here:

3. List any additional locations of operation for your dealership. \*Attach addendum if necessary.

Telephone Number: ( ) - \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

Telephone Number: ( ) - \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

4. List business name and address of the repair facility servicing vehicles for the dealership. Write "NA" if repair facility address is same as dealership.

Repair Facility Name: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

5. List name, home address, and home telephone number of individual, partners, or corporate officers.

NAME ( ) - \_\_\_\_\_  
PHONE NUMBER STREET ADDRESS CITY STATE ZIP

NAME ( ) - \_\_\_\_\_  
PHONE NUMBER STREET ADDRESS CITY STATE ZIP

NAME ( ) - \_\_\_\_\_  
PHONE NUMBER STREET ADDRESS CITY STATE ZIP

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**Continued Detailed Dealer Questionnaire**

6. List names of individuals authorized to transact business on behalf of the dealership.

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

7. Liability insurance pursuant to §17A-6-4, DMV Form 126-DS-J: Certificate of Liability Insurance must be submitted with application.

Insurance Company Name: \_\_\_\_\_ Policy Number: \_\_\_\_\_ NAIC Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP  
Insurance Agent Name: \_\_\_\_\_ Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Agent Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

8. Bond pursuant to §17A-6-4, DMV Form 126-DS-P, Bond must be submitted with application along with a Power of Attorney.

Bond Company Name: \_\_\_\_\_ Bond Number: \_\_\_\_\_  
Bond Company Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP  
Local Agent Name: \_\_\_\_\_ Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Agent Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

9. Has applicant or any partner, if a partnership, or any officer or director, if a corporation, been convicted of a felony within the last year?

No  Yes, the following is the date, court, and location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Has applicant, or any partner, if a partnership, or any officer or director, if a corporation, filed bankruptcy or defaulted on a financial obligation within the last year?

No  Yes, the following is the date, court, and location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Please provide a valid e-mail address for all electronic communications: \_\_\_\_\_

12. A personal property tax receipt for the dealership for the prior calendar year must be included with this application. If no taxes were owed, an affidavit from the county assessor stating that no taxes were owed must be submitted.

**Dealer Certification**

I hereby state and certify the statements made within this application are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law §17A-6-6.

(X)

SIGNATURE OF DEALER

DATE

\_\_\_\_ / \_\_\_\_ / \_\_\_\_