DEALER, WHOLESALER, REBUILDER, RECONDITIONER REGULATORY LICENSE REGISTRATION INSTRUCTIONS

BEFORE YOU BEGIN

MAKE SURE THAT YOU HAVE THE FOLLOWING INFORMATION IN FRONT OF YOU BEFORE YOU ATTEMPT TO REGISTER OR RENEW YOUR REGULATORY LICENSE:

1. ACCESS TO A COMPUTER WITH INTERNET ACCESS AND A VALID E-MAIL ADDRESS. (SEE PAGE 2.)

2. YOUR ORGANIZATION TYPE (SOLE PROPRIETORSHIP, PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, LIMITED LIABILITY CORPORATION OR CORPORATION.

3. YOUR LEGAL BUSINESS NAME, PHYSICAL LOCATION(S), MAILING ADDRESS(ES) AND TELEPHONE NUMBER(S).

4. YOUR (FEIN) FEDERAL EMPLOYEE IDENTIFICATION NUMBER OR (SSN) SOCIAL SECURITY NUMBER. (NOTE) ONLY ENTER SSN IF THERE IS NO FEIN FOR THE BUSINESS.

5. YOUR SALES TAX NUMBER (NEW AND USED CAR DEALERS ONLY).

6. THE NAME(S), SOCIAL SECURITY NUMBER(S), ADDRESS(ES), TELEPHONE NUMBER(S) FOR ALL OWNER(S)/PARTNERS/MEMBERS/CORPORATE OFFICERS/DIRECTORS.

7. A COPY OF THE DRIVER LICENSE OR NON DRIVER IDENTIFICATION CARD FOR ALL OWNERS/PARTNERS/MEMBERS/CORPORATE OFFICERS/DIRECTORS.

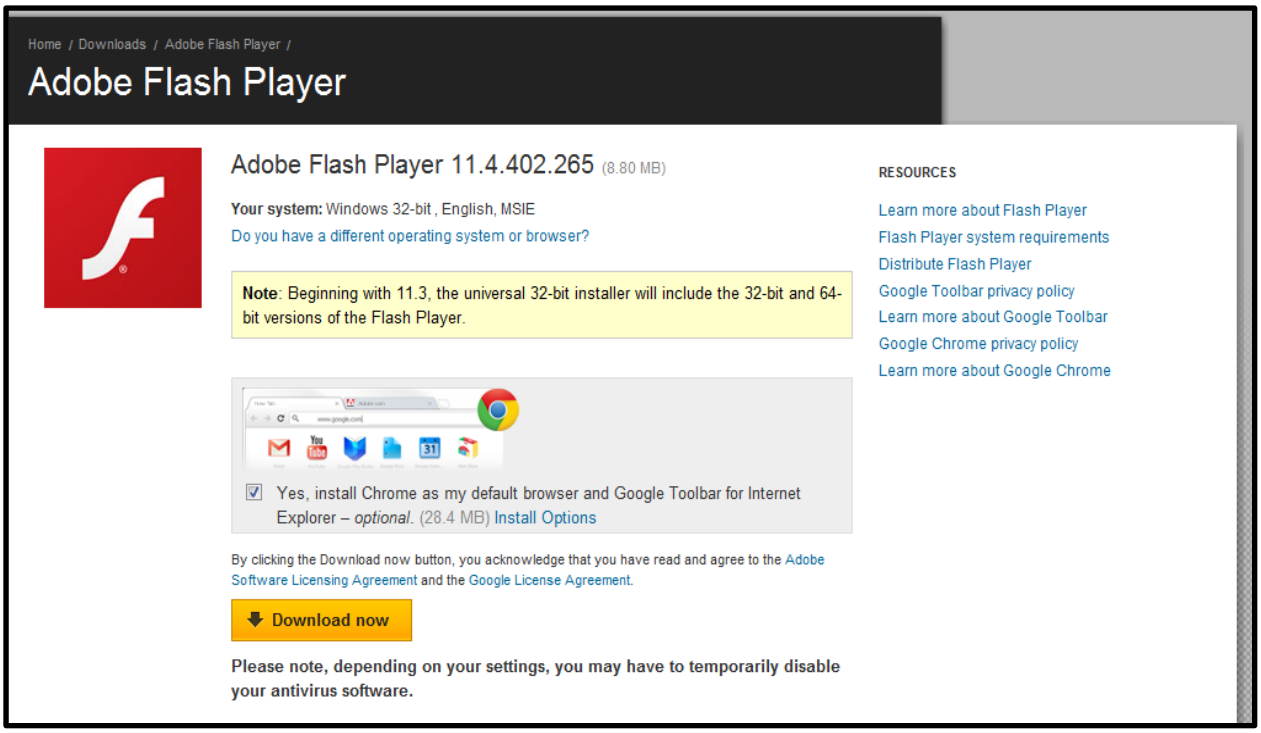
8. CURRENT REGULATORY LICENSE NUMBER (RENEWALS ONLY).

9. NUMBER OF NEW AND USED VEHICLES RETAILED AND WHOLESALED DURING THE PAST YEAR (RENEWALS ONLY)

10. A VALID CREDIT CARD.

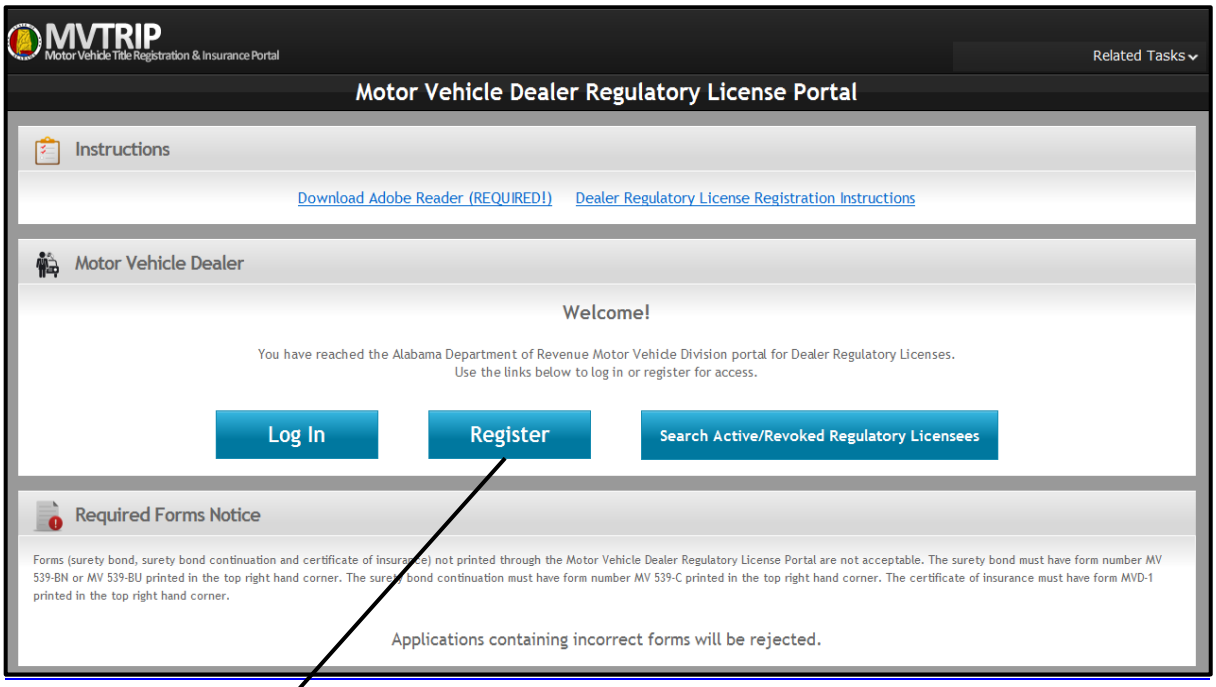
(STEP 1) Computer system checks

- **Make sure you have the latest version of Adobe Reader. It is a free download. There is a link at https://dealerlicense.mvtrip.alabama.gov**



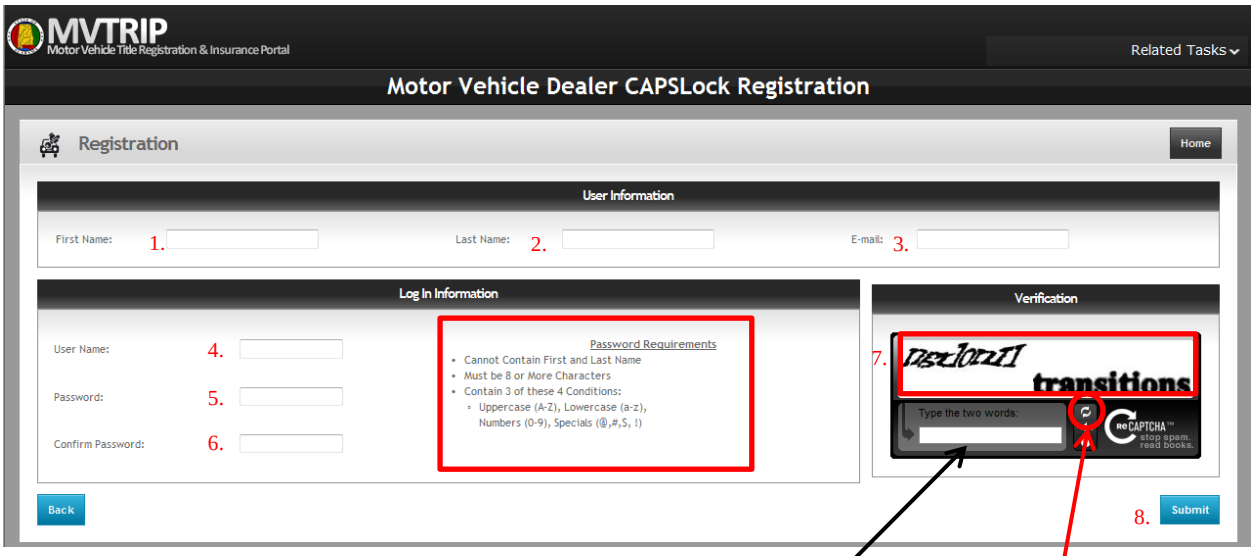
(STEP 2) Initial registration

- Beginning with the 2012-2013 license year, all new and used motor vehicles dealers, wholesalers, reconditioners, and rebuilder's regulatory license applications must be submitted electronically using the Department's new licensing program located at https://dealerlicense.mvtrip.alabama.gov.

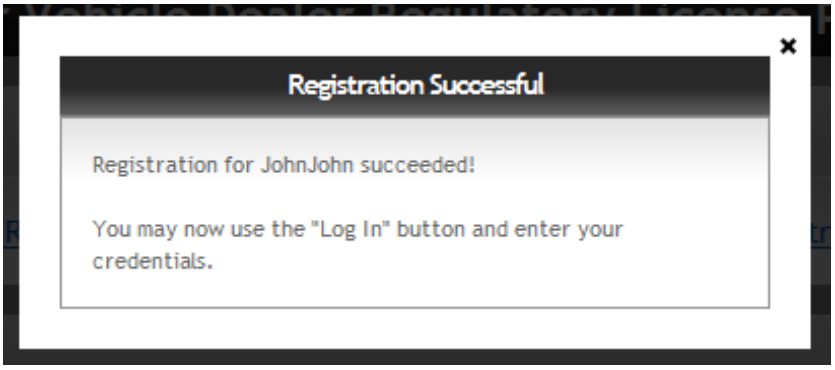


- In order to access the new licensing system, applicants will need to first register for a MVTRIP account. Register

(STEP 3) MVTRIP Registration

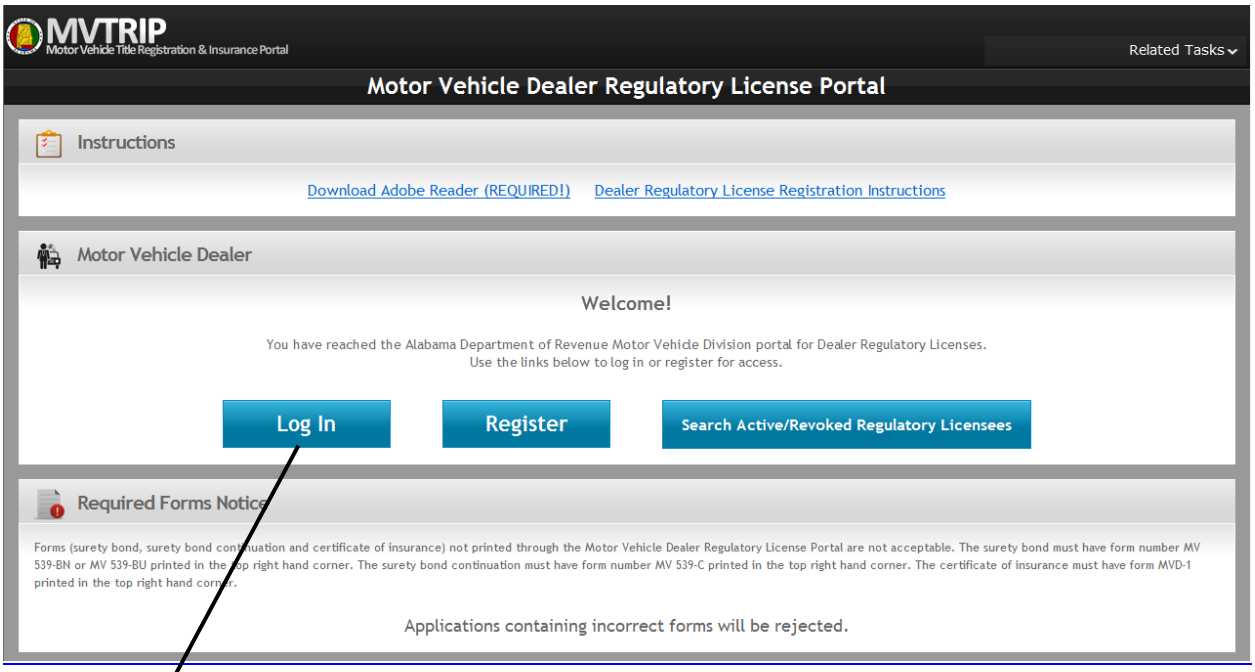


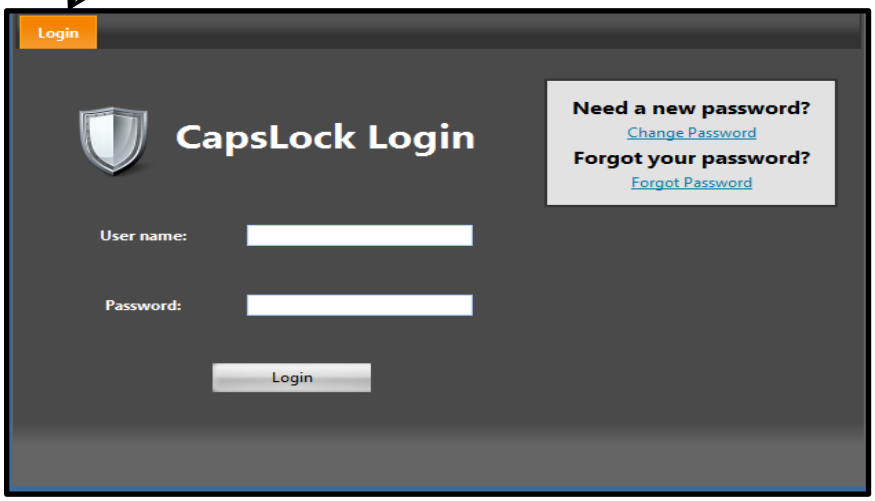
- **Enter registration information. (8 simple steps).**
- **User Information - Enter Registrant's Name, and E-Mail address - (Remember you must have a valid E-Mail address).**
- **Log In Information – (Follow the Password Requirements)**
- **Verification – (Enter the CAPTCHA information) *If you cannot read the Captcha verification you can click on the turning arrows and it will bring up another set of words.***
- **Click the Submit Key**
- **A "Registration Successful Screen" will appear if your registration was successful.**



(STEP 4) Log-In

- **Using your browser enter: https://dealerlicense.mvtrip.alabama.gov**

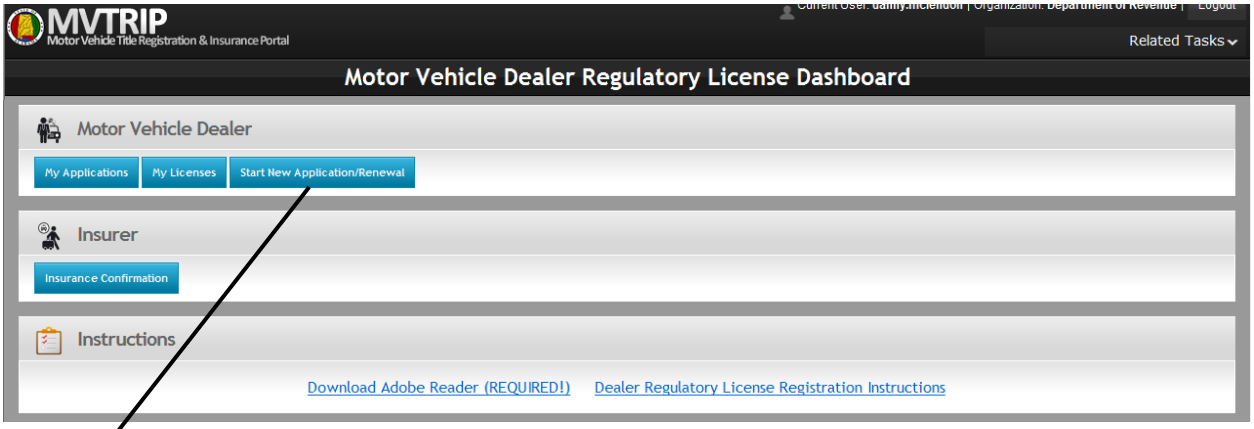




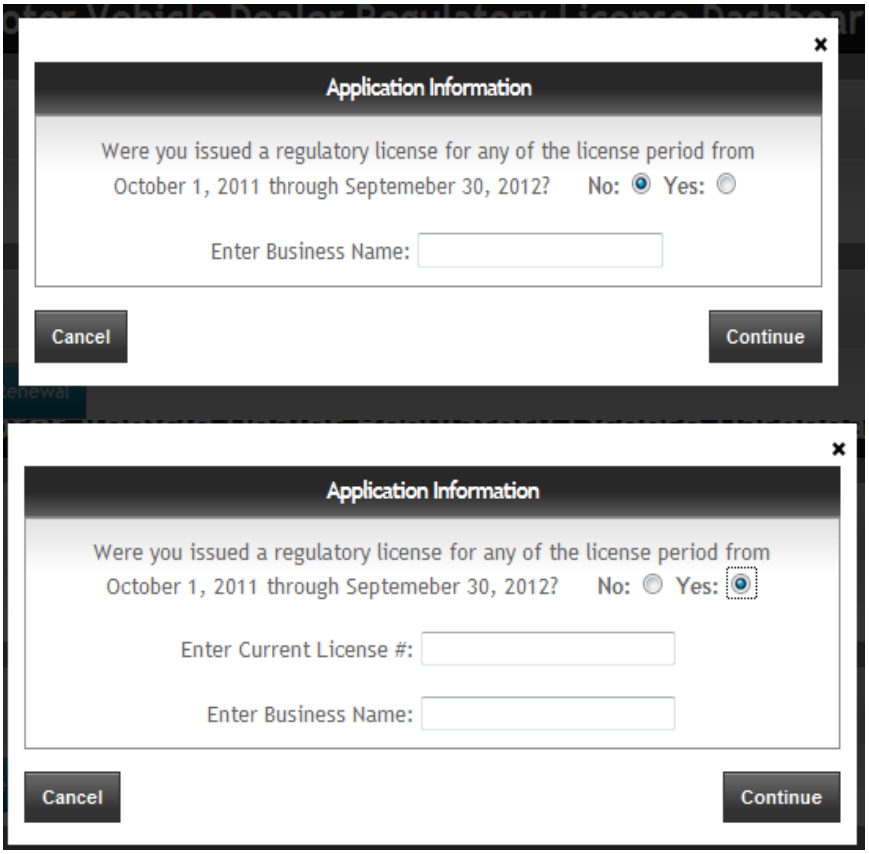
- **Select Login,** Log In **the above CapsLock Login screen will appear.**
- **Enter your user name and password.**

- **"Click" the Login button.**

(STEP 5) Select New Application or Renewal Application



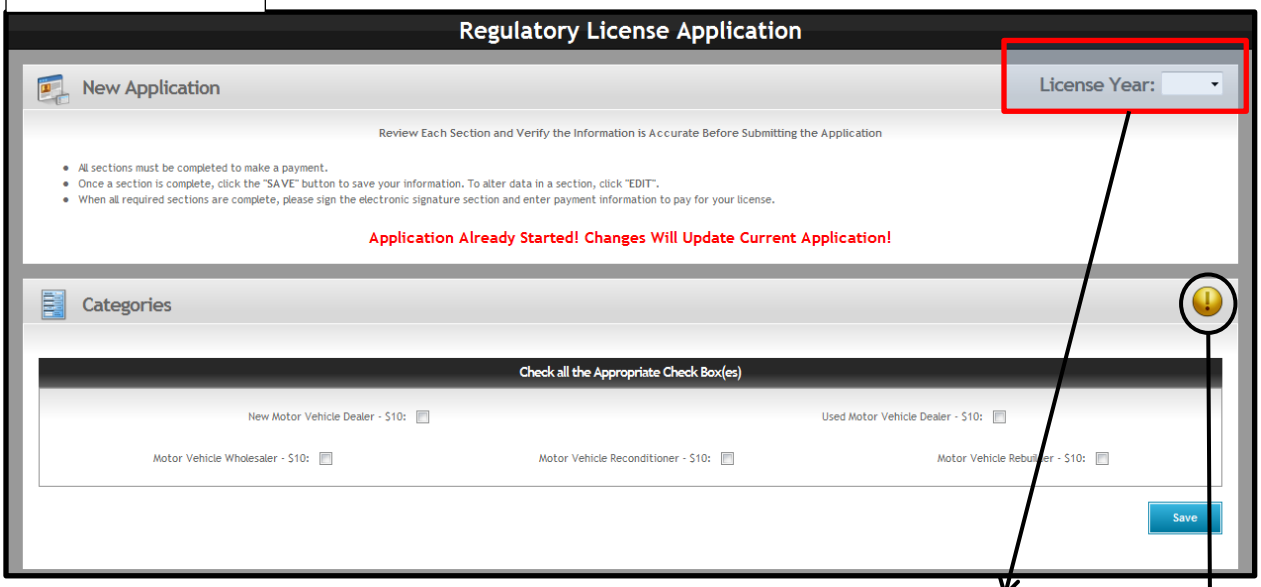
- **Start New Application/Renewal.**
- **The system will prompt you for Application Information.**



If you select "NO", you will begin a "New Application"

If you select "YES", you will begin a "Renewal Application".

New Application

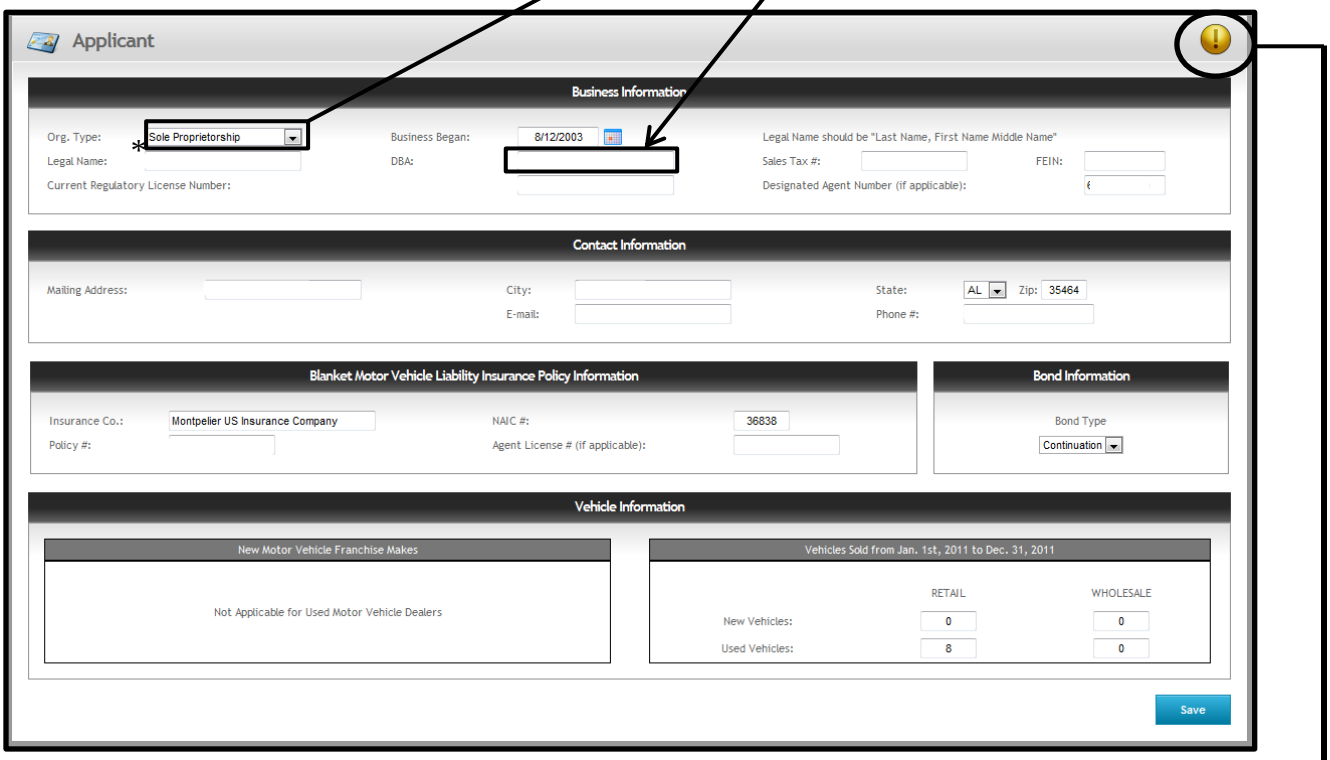


You must select License Year.

- **Select the appropriate box: New Motor Vehicle Dealer, Used Motor Vehicle Dealer, etc.**
- **Click "SAVE".**
- **The yellow circle should change to a green check mark. If it remains yellow, you must click on "Edit" and reenter your information.**

(STEP 6) Applicant Information

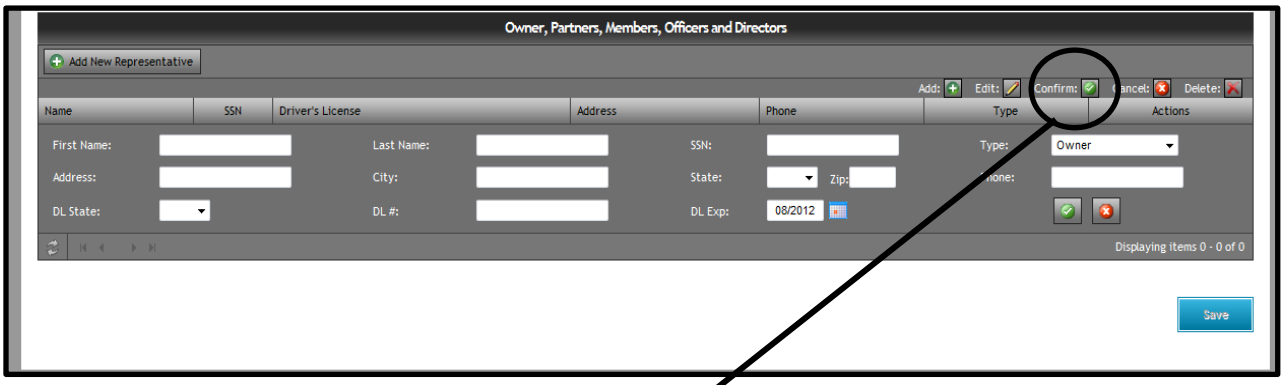
*If **Org. Type** is "**Sole Proprietorship**", the owner's name must be entered as the " **Legal Name**". The name of the company/business will be entered as the "**DBA**".



(Note) You must have a valid Sales Tax Number before you are allowed to apply as a new or used motor vehicle dealer.

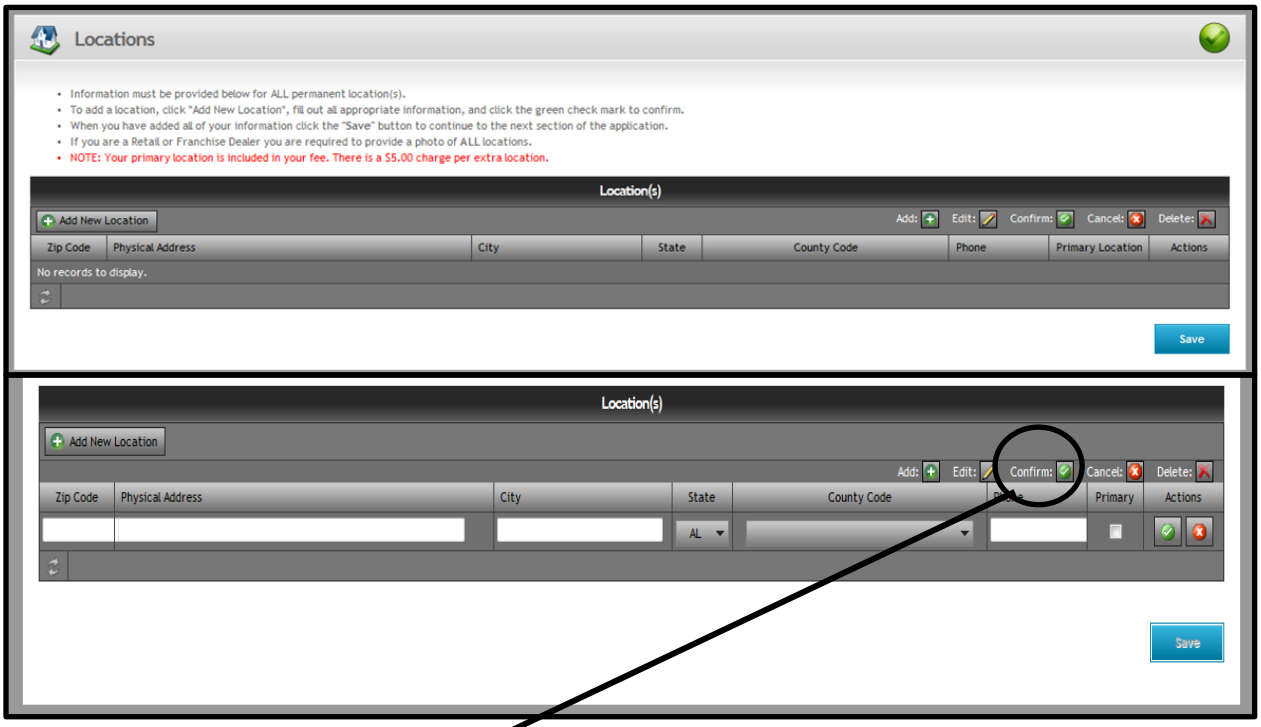
- **Enter your Business Information.**
- **Contact Information – You must enter a valid E-Mail address. (This E-Mail address will be used to send license status updates and the actual license to be printed by the applicant.)**
- **Blanket/Motor Vehicle Liability Insurance Policy Information, (if known).**
- **Bond Information. If this is a "New Application", select "New Bond". If this is a "Renewal Application", select "Continuation" *unless* you are changing your bonding company.**
- **"Click" Save.**
- **The yellow circle should change to a green check mark. If it remains yellow, you must click on "Edit" and reenter your information.**

(STEP 7) Representatives



- **Enter information for all of the owners, partners, corporate officers, members and directors.**
- **Click on " ⊕Add New Representative" in order to add more than one name.**
- **Click "Confirm" after each entry.**
- **Click the "SAVE" button once you are finished entering all names.**

(STEP 8) Locations



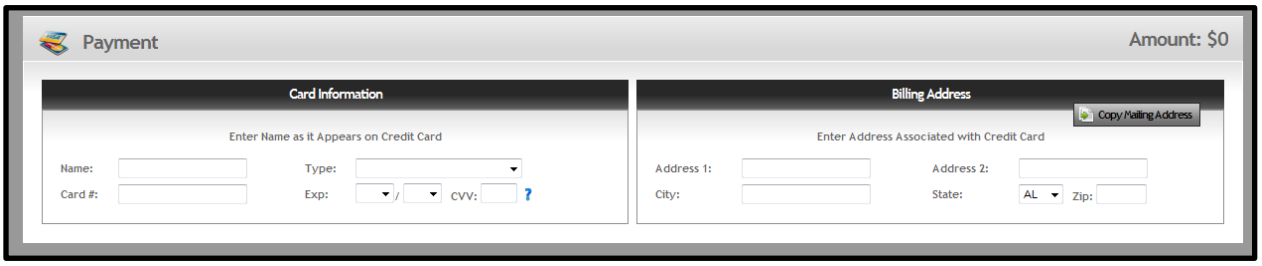
- **Enter ALL permanent locations.**
- **To add a new location click on the "Add New Location" button.**
- **Click "Confirm" after each entry.**
- **When you have entered all of your information, click the "SAVE" button.**
- **If you are a new or used motor vehicle dealer, you are required to provide a photo of all locations with your initial online application receipt.**

Once all information has been entered, make sure that you save all (4) four categories. The "SAVE"

buttons should turn to "EDIT"

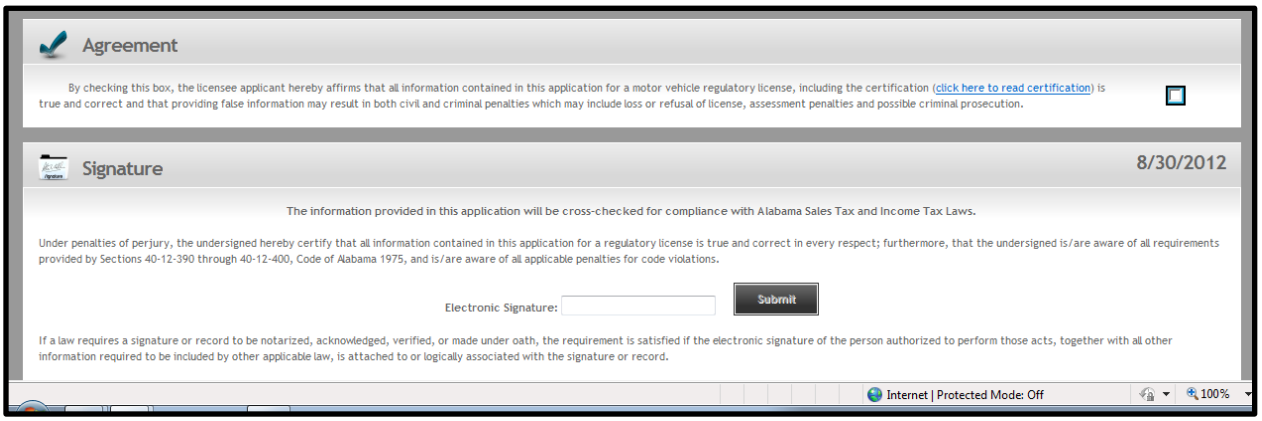
and the **yellow circle should turn into a** **green check mark.**

(STEP 9) Payment

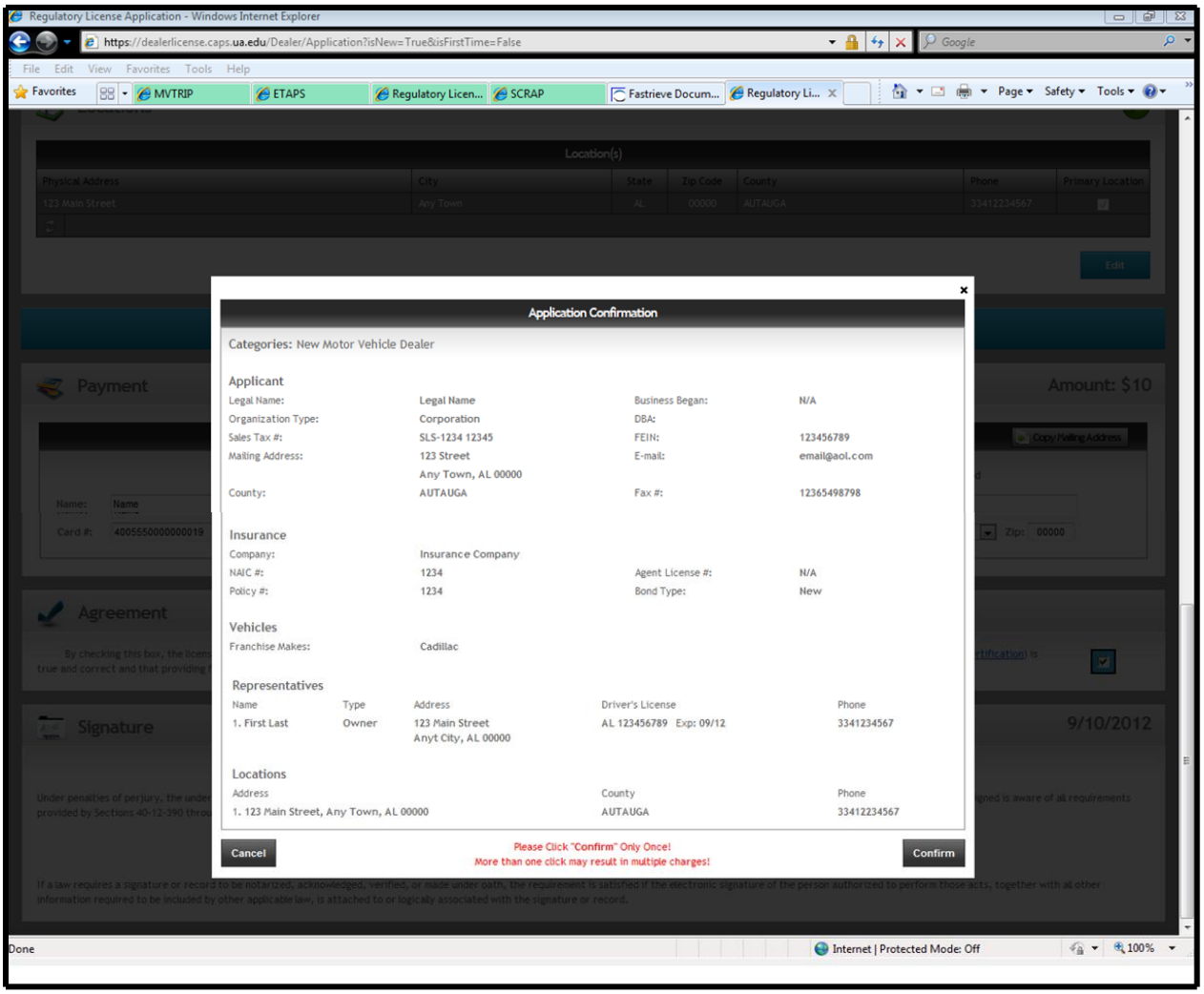


CREDIT CARD ONLY

(STEP 10) Agreement and Signature

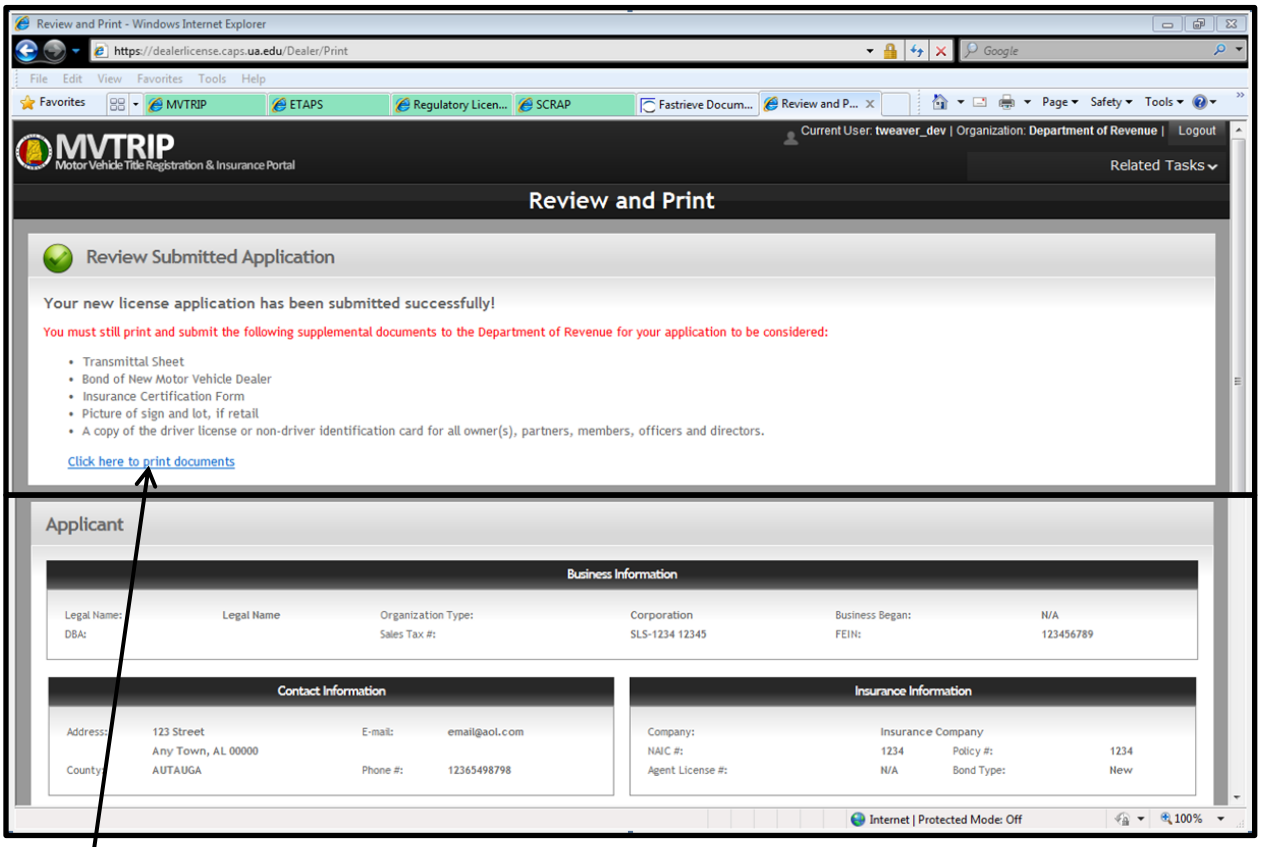


(STEP 11) Confirm



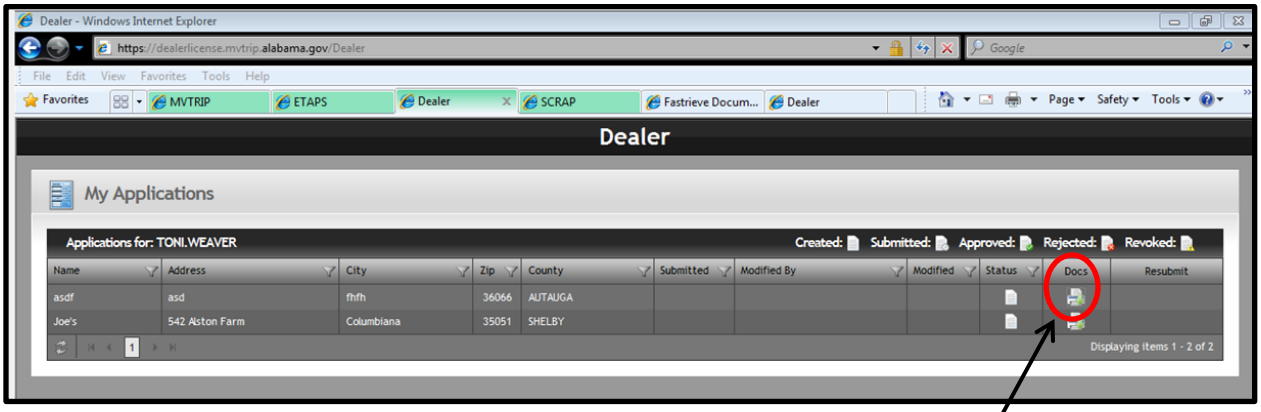
- **Once you submit and sign your application, you will need to preview your application.**
- **If all of the information is correct then click on the "Confirm" button.**

(STEP 12) Printing and Mailing Required Documentation

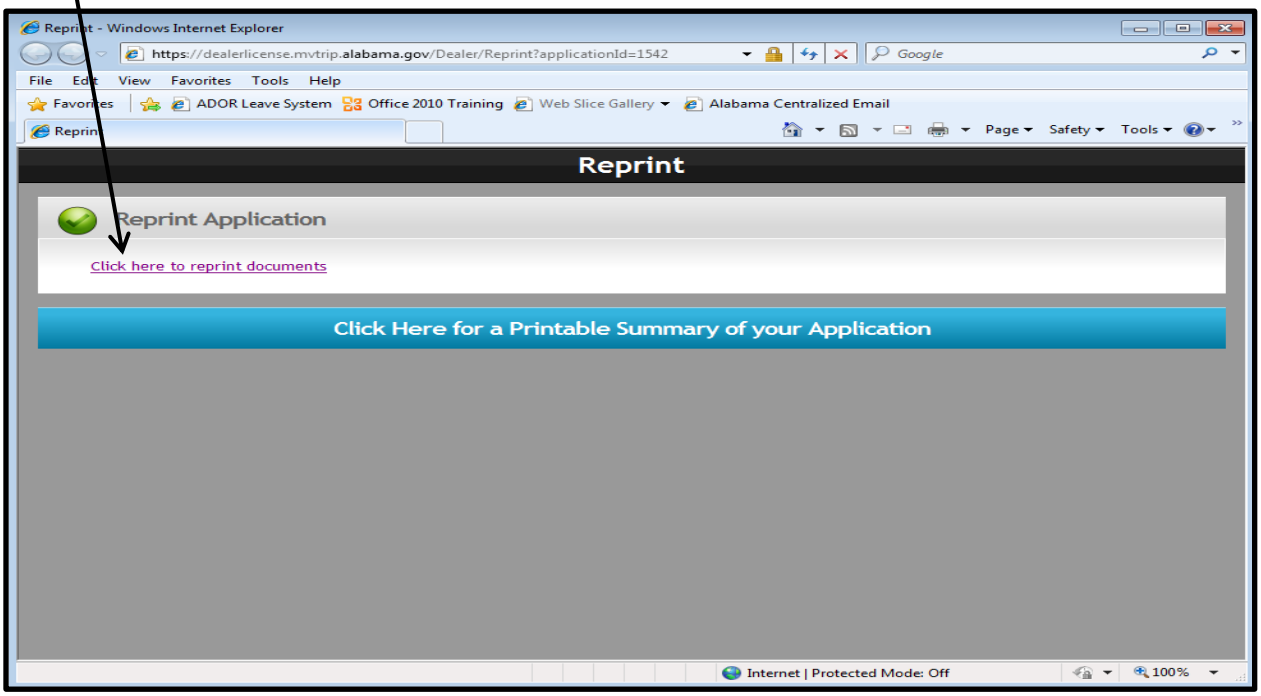


- **Make sure you <u>double check</u> your information before your print.**
- **Click on the "<u>click here to print documents</u>".**
- **Once you enter your electronic signature and click "Submit" your application will be transmitted electronically. You will need to print your required documents, have them signed, and forwarded them to the Alabama Department of Revenue for approval.**
- **The Motor Vehicle Division, Dealer's License Unit, will review your application and supporting documentation.**
- **If all requirements are met - You will receive an E-Mail from the department directing you to a link in order to print your Regulatory License.**
- **If all requirements are not met – You will receive an E-Mail explaining what you need to correct the application and/or supporting documents.**

(STEP 13) Reprint Documents



- **Go to my application.**
- **Find the printer icon under DOCS and click on it.**
- **Print your documents.**



(Required documents)

You must send in bond originals else your package will be rejected.

MVDOCS-DRLDOC-LA282

Include the following documents when mailing this transmittal sheet:

1. Original Surety Bond Form (MV 539-BN, MV 539-BU, or MV 539-C)* and Power of Attorney
2. Insurance Certification Form (MVD-1)*
3. A copy of the driver license or non-driver identification card for all owner(s), partners, members, officers and directors
4. Picture of sign and lot (if new or used dealer)

Mail to:
Alabama Department of Revenue
Motor Vehicle Division - Dealer Licenses
P. O. Box 327643
Montgomery, AL 36132-7643

* Forms with a revision date prior to 2012 and forms not printed through the Dealer License site are not acceptable.

*You can check the status of your application by logging into your dealer license account and selecting "My Application".

MV 539-BN Rev. 7/12
Bond Number _____

ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION - DEALER LICENSES

P.O. Box 327643 • Montgomery, AL 36132-7643 • dealerlicense@revenue.alabama.gov

Bond of New Motor Vehicle Dealer

The system will pre-populate the Legal Name

Bond Number Required

KNOW ALL MEN BY THESE PRESENTS, that we _____

_____

City dsfdhf , County AUTAUGA , State AL ,

As Principal (hereinafter called Principal), and _____
NAME OF SURETY

_____ of _____ , as Surety (hereafter call Surety), are held and firmly bound unto the State of Alabama in the sum of Twenty Five Thousand Dollars ($25,000.00), for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

The conditions of the foregoing obligation are such that:

WHEREAS, the Principal has been duly appointed a "New Motor Vehicle Dealer," under the provisions of Title 40, Chapter 12, Article 8, **Code of Alabama 1975**, such Principal shall comply with the conditions of any contract made by such dealer in connection with the sale or exchange of any motor vehicle and shall not violate any of the provisions of law relating to the conduct of business for which he is licensed.

It is expressly understood and agreed that neither this obligation nor any liability thereunder shall be released or the validity thereof affected by reason of the adoption by the State of Alabama of any Act in lieu of or amendatory to said laws, but this obligation shall continue in full force and effect with respect to said statutes or any amendments thereto or changes therein which may be adopted before the cancellation of this obligation as herein provided, or before the actual cancellation and surrender of this obligation by the State of Alabama pursuant to any law now existing or hereafter adopted relating thereto.

It is further expressly understood and agreed that the liability of both the Principal and the Surety on this bond shall be for the license period of August 31, 2012 through September 30, 2013 and that a new bond or a proper continuation certificate must be delivered to the Alabama Commissioner of Revenue AT THE BEGINNING OF THE LICENSE YEAR, WHICH IS OCTOBER 1, AND EXPIRING ON SEPTEMBER 30 OF THE SAME LICENSE YEAR; provided, however, that the aggregate liability of the Surety in any one license year shall in no event exceed the sum of such bond.

The Surety on this bond may be released and discharged from any and all liability to the State of Alabama accruing on this bond after the expiration of sixty (60) days from the date upon which said Surety shall have filed with the Alabama Department of Revenue written request to be released and discharged provided; however, such request shall not operate to relieve, release or discharge such Surety from any liability already accrued or which shall accrue before the expiration of said sixty (60) day period.

IN WITNESS WHEREOF, we hereunto set our names and seals on this _____ day of _____, _____.
(postdated bonds not acceptable)

(Surety)	Authorized Representative of Business (Principal) – Typed Name*
(Agent of Surety Company) – Typed Name	Authorized Representative of Business (Principal) – Signature*
(Agent of Surety Company) – Signature***	Authorized Representative of Business (Principal) – Typed Name**
(State of Alabama, Commissioner of Revenue)	Authorized Representative of Business (Principal) – Signature**

(White out or alterations are not acceptable on this bond – This form may not be duplicated.)

* If anyone other than an executive officer, managing partner or managing member is signing on behalf of a company, the bond must be accompanied by a resolution from the company's board of directors, managing partner or managing member authorizing the signature on behalf of the company.

** If company is a partnership, all partners must sign.

*** The person signing as agent on behalf of Surety must be listed on an attached Power of Attorney.

All signatures must be original. Copies or faxes will not be accepted

MV 539-BU Rev. 7/12
Bond Number

ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION - DEALER LICENSES

P.O. Box 327643 • Montgomery, AL 36132-7643 • dealerlicense@revenue.alabama.gov

Bond of Used Motor Vehicle Dealer, Motor Vehicle Reconditioner, Rebuilder, or Wholesaler

Bond Number Required

KNOW ALL MEN BY THESE PRESENTS, that we Insert Legal Name DBA Insert DBA

City dsfdhf, County AUTAUGA, State AL,

As Principal (hereinafter called Principal), and _____
NAME OF SURETY

_____ of _____, as Surety (hereafter call Surety), are held and firmly bound unto the State of Alabama in the sum of Ten Thousand Dollars ($10,000.00), for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

The conditions of the foregoing obligation are such that:

WHEREAS, the Principal has been duly appointed a "Used Motor Vehicle Dealer," "Motor Vehicle Reconditioner," "Motor Vehicle Rebuilder," or "Motor Vehicle Wholesaler" as the case may be, under the provisions of Title 40, Chapter 12, Article 8, **Code of Alabama 1975**, such Principal shall comply with the conditions of any contract made by such dealer in connection with the sale or exchange of any motor vehicle and shall not violate any of the provisions of law relating to the conduct of business for which he is licensed.

It is expressly understood and agreed that neither this obligation nor any liability thereunder shall be released or the validity thereof affected by reason of the adoption by the State of Alabama of any Act in lieu of or amendatory to said laws, but this obligation shall continue in full force and effect with respect to said statutes or any amendments thereto or changes therein which may be adopted before the cancellation of this obligation as herein provided, or before the actual cancellation and surrender of this obligation by the State of Alabama pursuant to any law now existing or hereafter adopted relating thereto.

It is further expressly understood and agreed that the liability of both the Principal and the Surety on this bond shall be for the license period of August 31, 2012 through September 30, 2013 and that a new bond or a proper continuation certificate must be delivered to the Alabama Commissioner of Revenue AT THE BEGINNING OF THE LICENSE YEAR, WHICH IS OCTOBER 1, AND EXPIRING ON SEPTEMBER 30 OF THE SAME LICENSE YEAR; provided, however, that the aggregate liability of the Surety in any one license year shall in no event exceed the sum of such bond.

The Surety on this bond may be released and discharged from any and all liability to the State of Alabama accruing on this bond after the expiration of sixty (60) days from the date upon which said Surety shall have filed with the Alabama Department of Revenue written request to be released and discharged provided; however, such request shall not operate to relieve, release or discharge such Surety from any liability already accrued or which shall accrue before the expiration of said sixty (60) day period.

IN WITNESS WHEREOF, we hereunto set our names and seals on this _____ day of _____, _____.
(postdated bonds not acceptable)

_____ (Surety)	_____ Authorized Representative of Business (Principal) – Typed Name*
_____ (Agent of Surety Company) – Typed Name	_____ Authorized Representative of Business (Principal) – Signature*
_____ (Agent of Surety Company) – Signature***	_____ Authorized Representative of Business (Principal) – Typed Name**
_____ (State of Alabama, Commissioner of Revenue)	_____ Authorized Representative of Business (Principal) – Signature**

(White out or alterations are not acceptable on this bond – This form may not be duplicated.)

* If anyone other than an executive officer, managing partner or managing member is signing on behalf of a company, the bond must be accompanied by a resolution from the company's board of directors, managing partner or managing member authorizing the signature on behalf of the company.

** If company is a partnership, all partners must sign.

*** The person signing as agent on behalf of Surety must be listed on an attached Power of Attorney.

All signatures must be original. Copies or faxes will not be accepted

ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION

MV 539-C
Rev. 5/12

P.O. Box 327643 • Montgomery, AL 36132-7643 • dealerlicense@revenue.alabama.gov

Surety Bond Continuation Certificate

of

New Motor Vehicle Dealer, Used Motor Vehicle Dealer,
Motor Vehicle Reconditioner, Rebuilder, or Wholesaler

The _____ (hereinafter called the Surety)

hereby continues in force its Bond No. _____ in the sum of

Twenty-Five Thousand Dollars ($25000), on behalf

of Legal Name Mailing Address City, AL 00000 in

favor of the State of Alabama, Department of Revenue for the term beginning on the

_____ day of _____, _____ and ending on the 30th day of September, _____, subject

to all the convenants and conditions of said Bond.

In WITNESS WHEREOF, the Surety has caused this instrument to be signed by its officers proper for the purpose and its corporate seal to be hereto affixed this _____ day of _____, _____.

The continuation certificate must contain the original signature of an authorized agent of the surety company, or the original seal of the surety company.

ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION

Form MVD-1
9/12

P.O. Box 327643 • Montgomery, AL 36132-7643 • dealerlicense@revenue.alabama.gov

Insurance Certification Form

Evidence of Liability Insurance for Licensed Motor Vehicle Dealers, Motor Vehicle Reconditioners, Motor Vehicle Rebuilders, and Motor Vehicle Wholesalers

Section 40-12-392(e), *Code of Alabama 1975*, requires licensed motor vehicle dealers, motor vehicle reconditioners, motor vehicle rebuilders and motor vehicle wholesalers to maintain motor vehicle liability insurance coverage covering all vehicles held in inventory by the licensee, and to file evidence of such insurance with the application for license. Note: In any case where an applicant knowingly furnishes an insurance certificate purporting insurance coverage which is false or nonexistent, or which he knows has lapsed prior to the application date, a penalty of $1000.00 shall be assessed in accordance with Section 40-12-29, *Code of Alabama 1975*, and any license issued to said applicant shall be revoked in accordance with Section 40-12-396(b)(1), *Code of Alabama 1975*, and applicant shall not be considered for another license.

Licensee Name: _____

DBA *(if applicable)*: _____

The system will pre-populate this information.

Mailing Address: _____

City, State, Zip: _____

Physical Address: _____

City, State, Zip: _____

Business Telephone No.: (_____)_____ E-mail Address: _____

The insurance company, or its licensed agent, as disclosed below, hereby certifies that licensee/applicant has motor vehicle liability insurance in force on _____ in amounts of not less than twenty-five thousand dollars ($25,000) because of bodily injury to or death to one person in anyone accident and subject to the limit for one person, to a limit of not less than fifty thousand dollars ($50,000) because of bodily injury to or death of two or more persons in anyone accident, and, if the accident has resulted in injury to or destruction of property, to a limit of not less than twenty-five thousand dollars ($25,000) because of injury to or destruction of property of others in anyone accident covering all vehicles, including those held in inventory by the licensee, and that the insurance company or the insurance company's licensed agent shall notify the Department, as certificate holder, of the notice of cancellation of coverage during the license year.

Insurer (Insurance Company)

Name: _____

Insurer's NAIC Number: _____ Policy Number: _____

Alabama Insurance Producer License Number *(if applicable)*: _____

Mailing Address: _____

City, State, Zip: _____

Contact Name: _____

Contact Telephone No.: (_____)_____ Contact E-Mail Address: _____

_____ _____
PRINTED NAME OF PERSON CERTIFYING INSURANCE POSITION

_____ _____
SIGNATURE OF PERSON CERTIFYING INSURANCE DATE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY LISTED ON THIS CERTIFICATE. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER (IF APPLICABLE), AND THE CERTIFICATE HOLDER.

(NOTE) - Copies of the Insurance Certification Form (MVD-1) will be acceptable.

APPROVED APPLICATIONS

From: "noreply@dealerlicense.mvtrip.alabama.gov" <noreply@dealerlicense.mvtrip.alabama.gov>
To: 12@yahoo.com
Sent: Wednesday, October 17, 2012 2:29 PM
Subject: Dealer License Application Approved

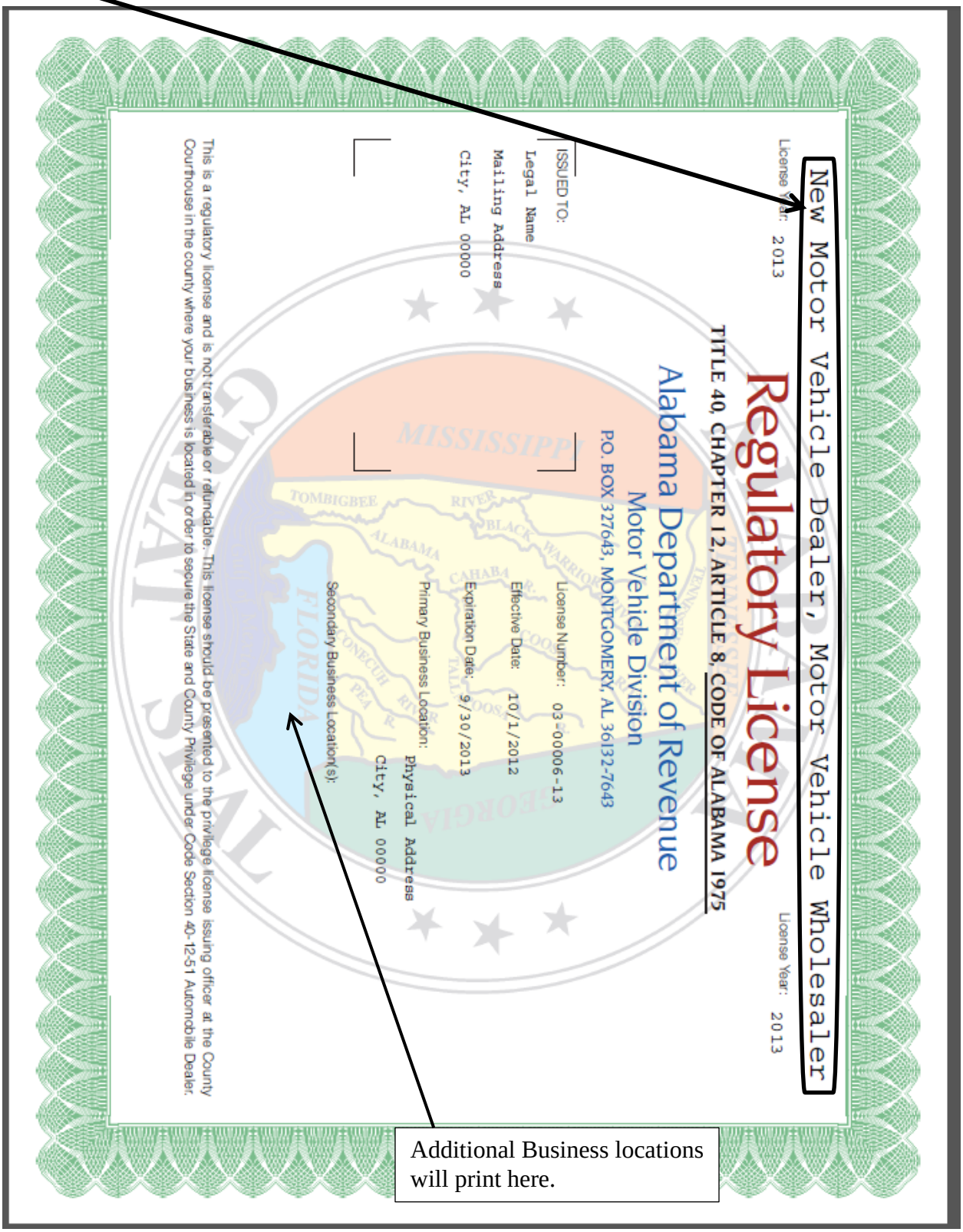
Your application has been approved by the Alabama Department of Revenue. Please use the links below to view/print copies of your license certificate and your original application documents.

License Certificate:
https://dealerlicense.mvtrip.alabama.gov/Dealer/Document?pdfName=license&applicationId=3625
Original Application Documents:
https://dealerlicense.mvtrip.alabama.gov/Dealer/Document?pdfName=transmittal&applicationId=3625

Your input is very important to us, so please take a moment to complete the following survey: http://revenue.alabama.gov/survey/.

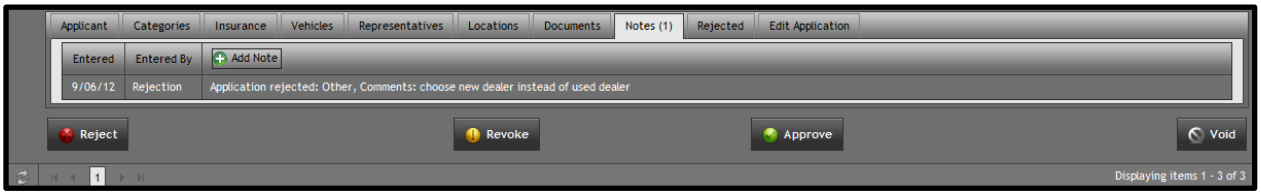
Click on the highlighted links to download your documents/license.

(NOTE) Your selected category will appear at the top of your regulatory license certificate.



REJECTED APPLICATIONS

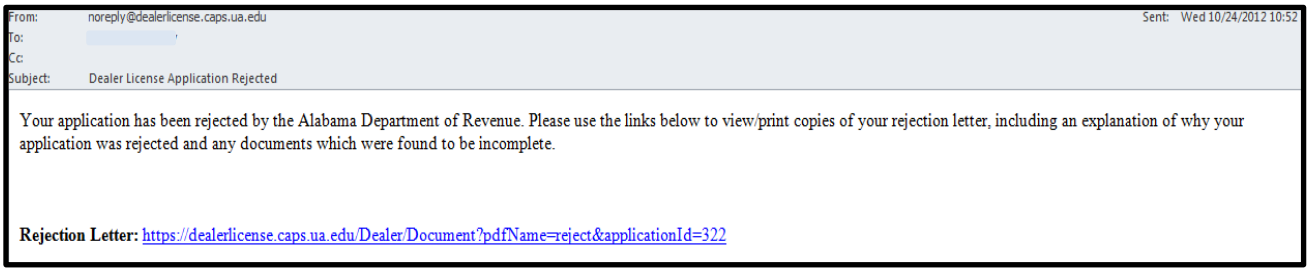
Initial Notification



- If your application is rejected, for any reason, you will be notified by E-Mail via the Dealer License Web-site.
  (See below example)

- It is very important that you provide a correct E-Mail address.

E-Mail Notification



Once you have been notified go to Step 1 page 24 for instructions.

Written Notification (Rejection Letter)

Jon Doe DBA Jon's Auto
123 Any Town St.
Anywhere, AL 36093

10/18/2012

MVDOCS-DRLDOC-LA457

Your application for regulatory license renewal cannot be processed until the documents listed below are submitted to this office.

Reasons for Rejection of Application:

Other

Please resubmit the following documents when mailing this transmittal sheet:

1. Original Surety Bond Form and Power of Attorney
2. Insurance Certification Form
3. Picture of Sign and Lot
4. A copy of the identification cards for all representatives

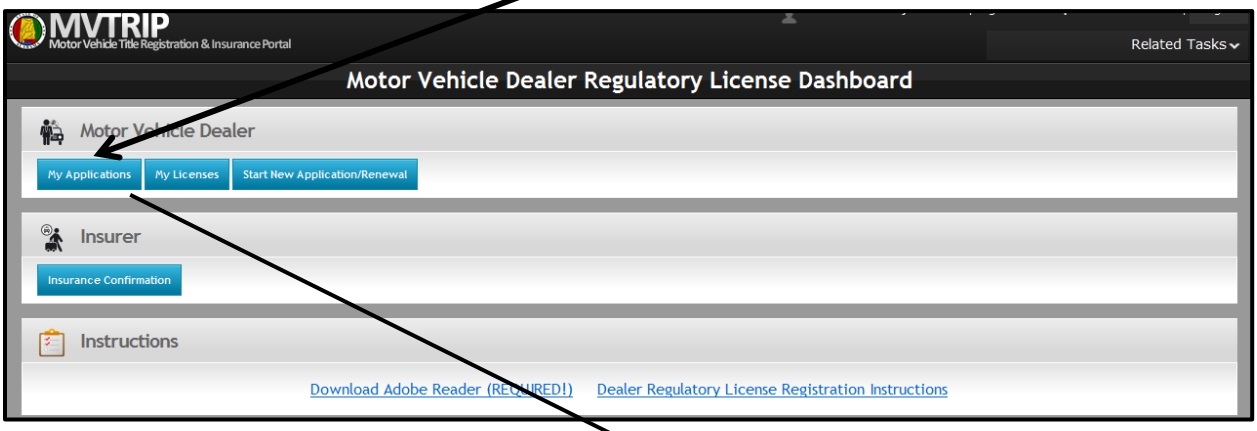
Please send the document(s) and/or information listed above and this letter to the post office box listed below:
ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION - DEALER LICENSE
P.O. Box 327643
MONTGOMERY, AL 36132-7643

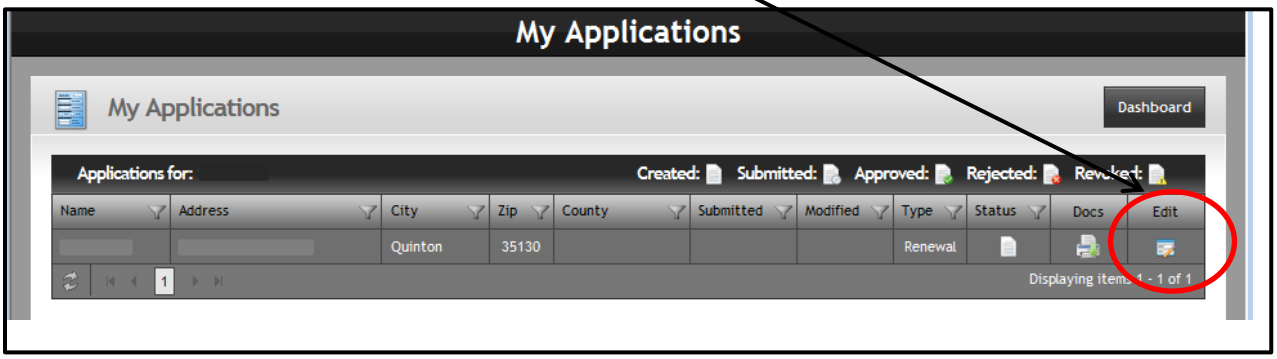
Please email any questions regarding this matter to dealerlicense@revenue.alabama.gov.

Step 1

REJECT APPLICATION PROCESS

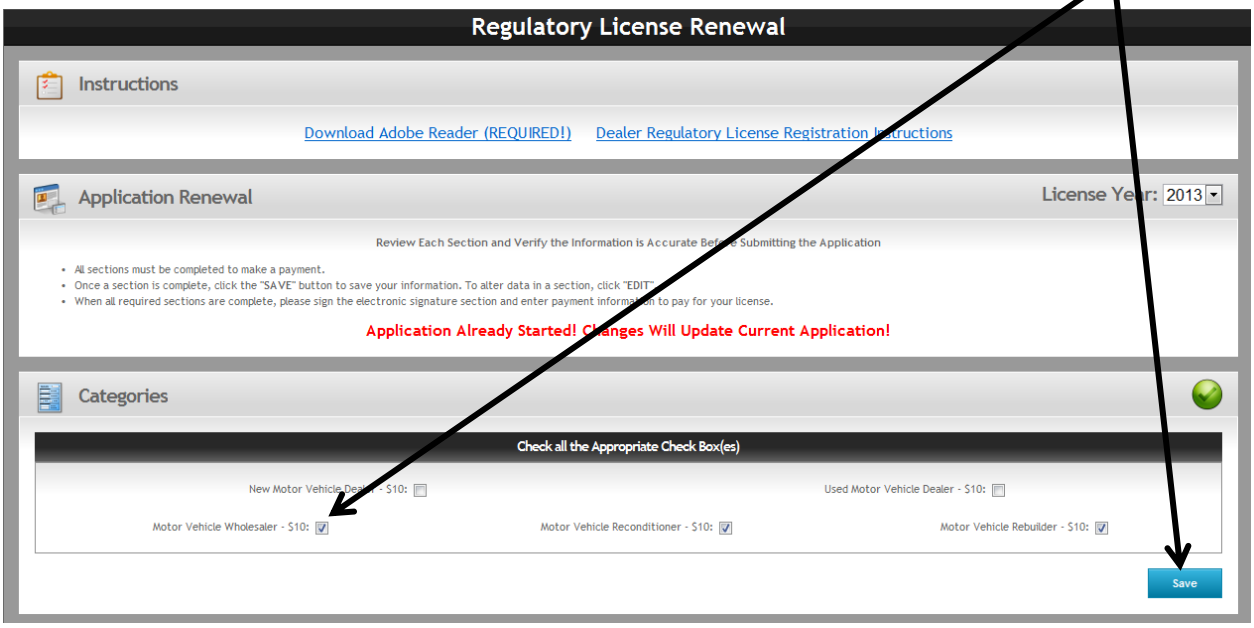
Using your User ID and Password, login to the Dealer License (CAPS LOCK) portal. You will select My Applications then the "Edit" icon in order to update/correct your application:





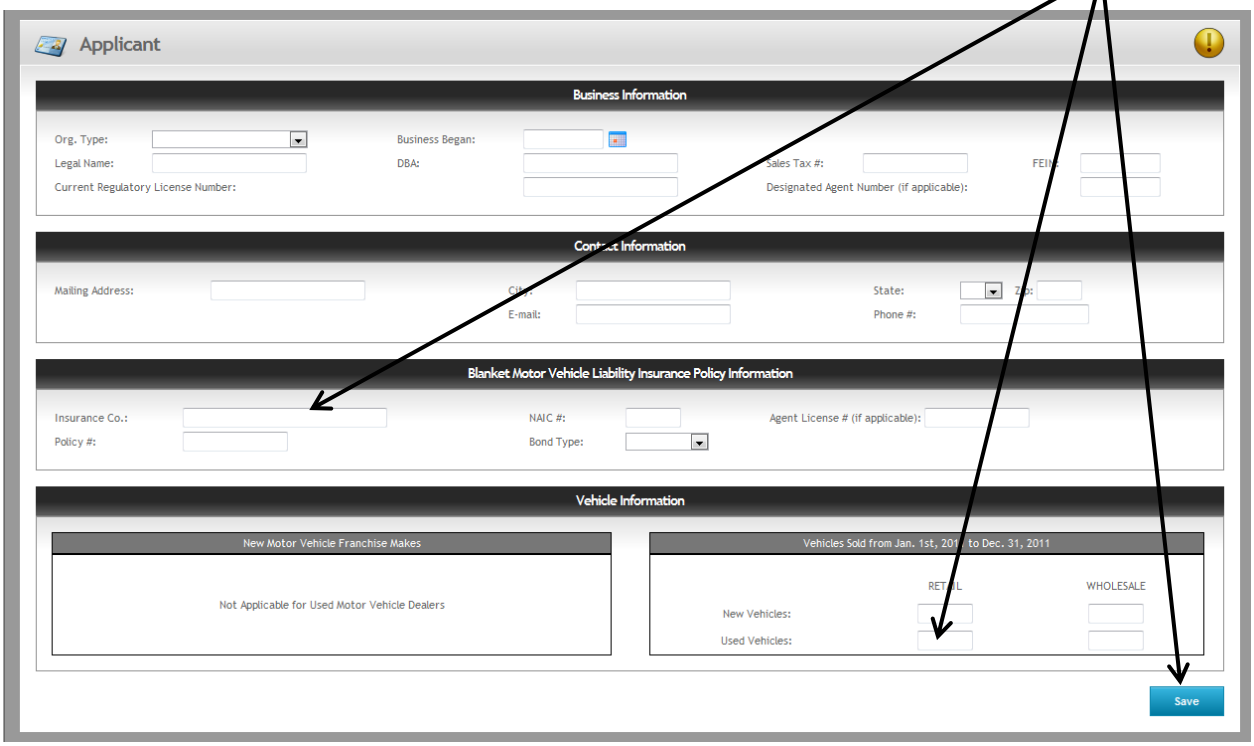
Step 2

You will select the field/item you wish to update. Once you have entered the information you will click on "SAVE".



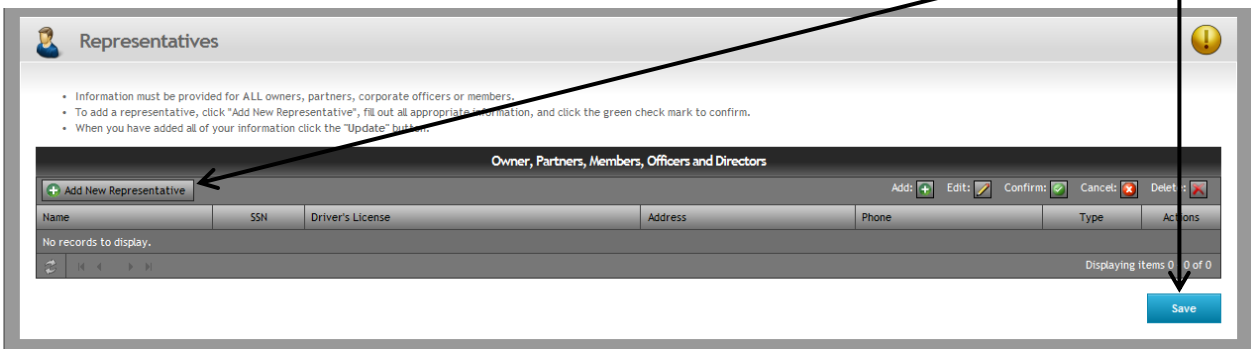
Step 3

You will select the field/item you wish to update. Once you have entered the information you will click on "SAVE".



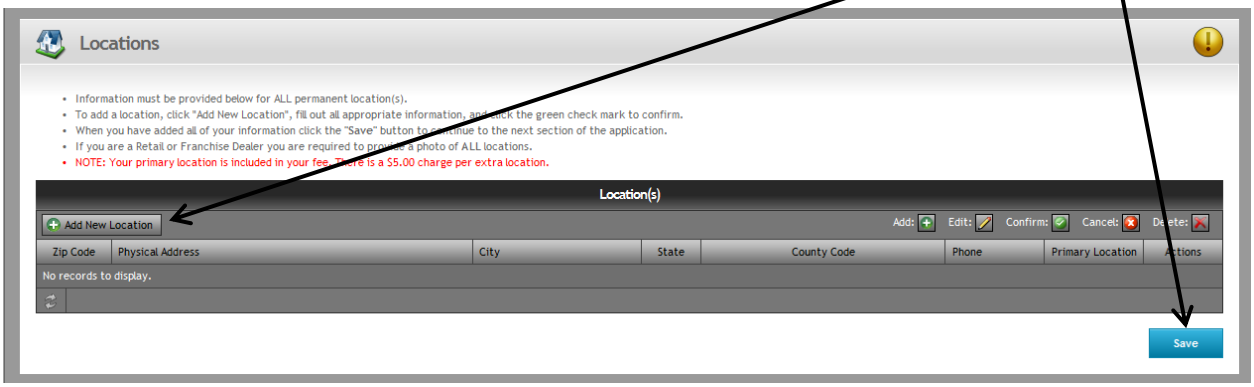
Step 4

You will select the field/item you wish to update. Once you have entered the information you will click on "SAVE".



Step 5

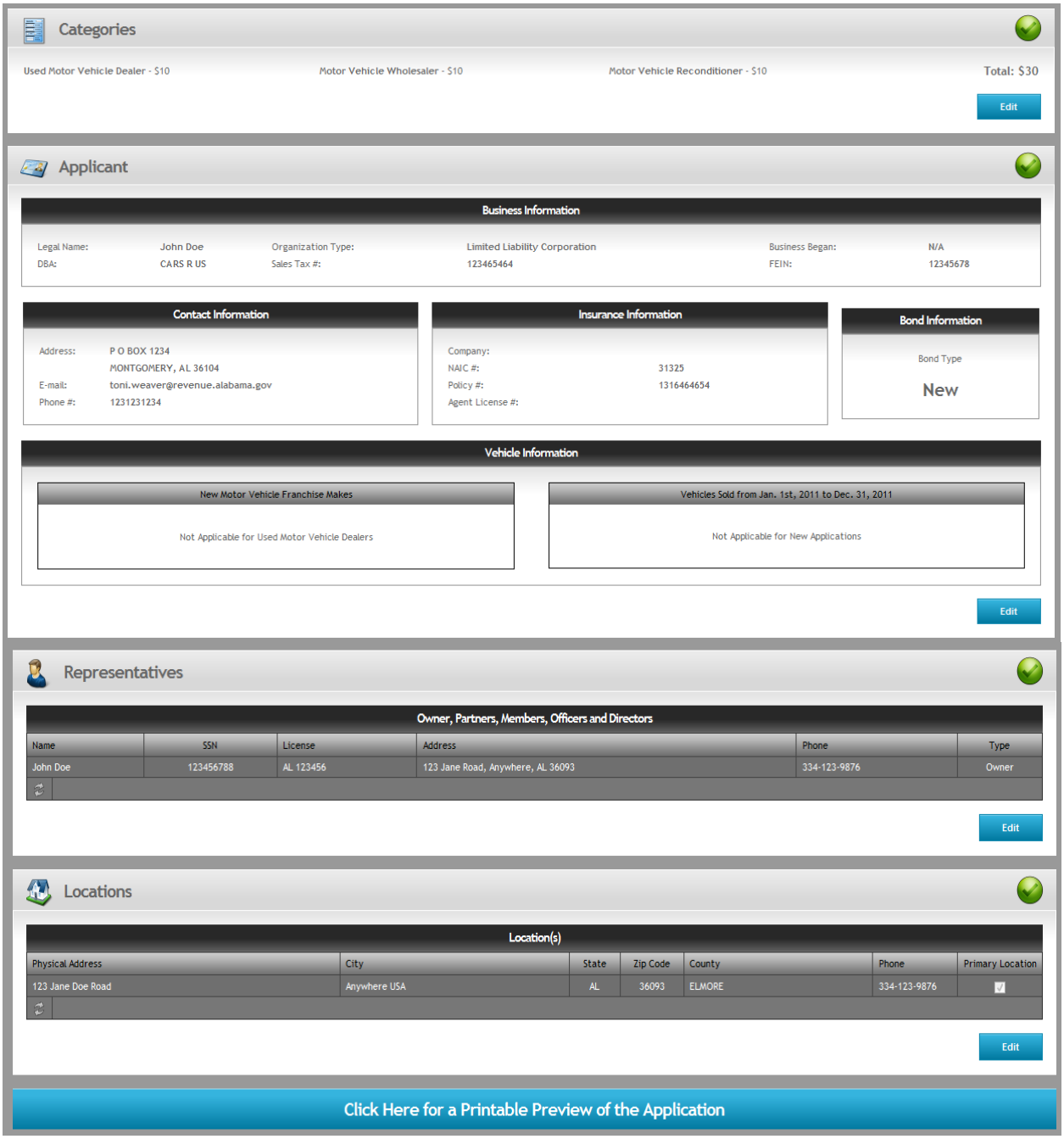
You will select the field/item you wish to update. Once you have entered the information you will click on "SAVE".



Step 6

Once the corrected information has been entered, make sure that you save all (4) four categories. The "SAVE" Save buttons should say "EDIT" Edit and the yellow circle should turn into a green check mark.

EXAMPLE



Categories

Used Motor Vehicle Dealer - $10 | Motor Vehicle Wholesaler - $10 | Motor Vehicle Reconditioner - $10 | Total: $30

Edit

Applicant

Business Information

Legal Name:	John Doe	Organization Type:	Limited Liability Corporation	Business Began:	N/A
DBA:	CARS R US	Sales Tax #:	123465464	FEIN:	12345678

Contact Information

Address: P O BOX 1234
MONTGOMERY, AL 36104
E-mail: toni.weaver@revenue.alabama.gov
Phone #: 1231231234

Insurance Information

Company:
NAIC #: 31325
Policy #: 1316464654
Agent License #:

Bond Information

Bond Type

New

Vehicle Information

New Motor Vehicle Franchise Makes

Not Applicable for Used Motor Vehicle Dealers

Vehicles Sold from Jan. 1st, 2011 to Dec. 31, 2011

Not Applicable for New Applications

Edit

Representatives

Owner, Partners, Members, Officers and Directors

Name	SSN	License	Address	Phone	Type
John Doe	123456788	AL 123456	123 Jane Road, Anywhere, AL 36093	334-123-9876	Owner

Edit

Locations

Location(s)

Physical Address	City	State	Zip Code	County	Phone	Primary Location
123 Jane Doe Road	Anywhere USA	AL	36093	ELMORE	334-123-9876	☑

Edit

Click Here for a Printable Preview of the Application

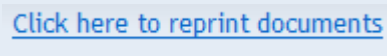
Step 7

REPRINT

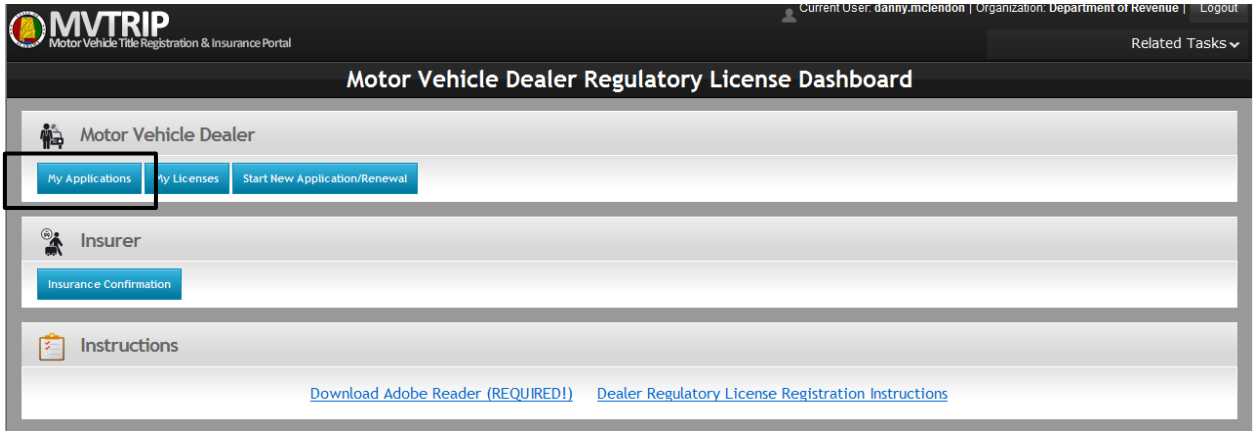
Go back to the initial "My Applications"

screen and select "My Applications".

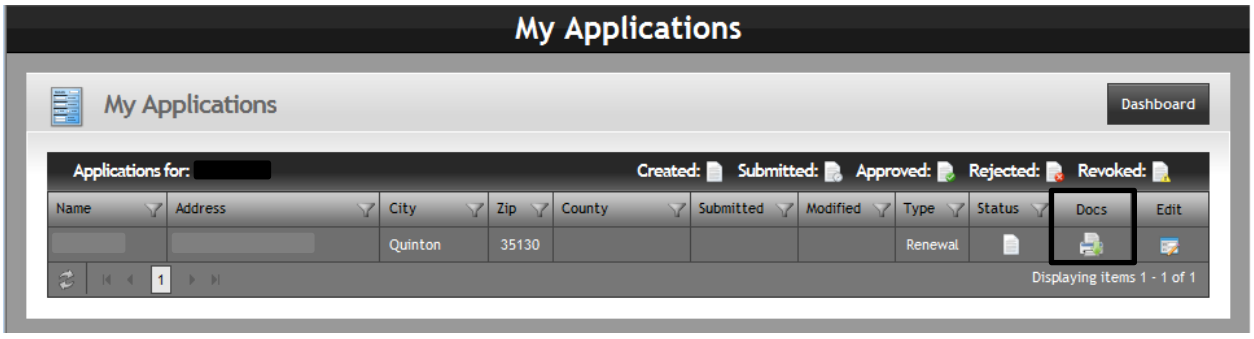
Click on the printer icon under the DOCS header

Once the Reprint screen appears, click on the "Click here to reprint documents 

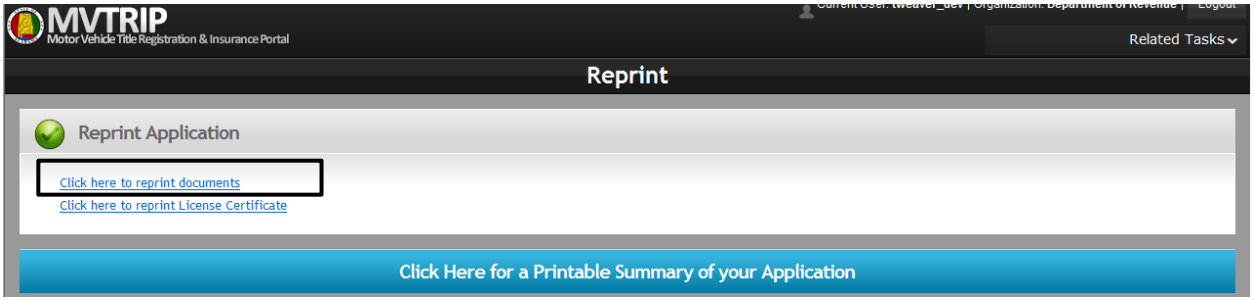
1.



2.



3.



Step 8

Print your paperwork and return it to the Dealer License Unit address at:

Alabama Department of Revenue
Motor Vehicle Division - Dealer Licenses
P. O. Box 327643
Montgomery, AL 36132-7643

ONE FINAL REMINDER: IF YOU DO NOT RECEIVE AN EMAIL, ALWAYS CHECK YOUR SPAM OR JUNK EMAIL FOLDER. YOUR BROWSER MAY HAVE DELIVERED THE EMAILTHERE.