



MINNESOTA DEPARTMENT OF PUBLIC SAFETY  
DRIVER AND VEHICLE SERVICES  
445 Minnesota St., Saint Paul, MN 55101  
Phone: (651) 201-7800 TTY: (651) 282-6555  
Fax: (651) 797-1120  
dvs.dps.mn.gov

## Items Required to be Filed with the Motor Vehicle Dealer License

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### Appropriate License Fees

See application

### Dealership Information

- Business name
- Type of ownership entity (Individual, Partnership, Corporation, or LLC)
- Liability Insurance for vehicles held for resale is required. If no policy number is available a copy of the binder with a binder number must be submitted. Policy number must be submitted within 30 days of application or the license shall be denied. (If Lessor, License, and all vehicle leases are 180+ day terms the lessee is required to insure the vehicle)
- Designate type of license being applied for (New, Used, Lessor, etc.)
- All listed owners must have their signatures notarized
- A business phone with a telephone answering system must be provided
- Days and hours that the records will be available for inspection and also normal business hours must be provided

### Owner Information (data privacy)

- Must list full name, date of birth, driver license number and state of issuance
- Each officer listed must answer questions 1, 2 and 3
- Criminal convictions relating to motor vehicles: call the dealer unit at (651) 201-7800

### Motor Vehicle Dealer Bond (completed original bond must accompany the application)

#### Front

- Business name on bond must match business name on application; must include all assumed names
- Business address on bond must match business address on application
- Lower right corner:
  - Signed by the principal (dealership)
  - Signed and sealed by the bonding company (surety)

#### Back

- Acknowledgement of Principal must match type of business ownership entity
  - (Individual, Partnership, Corporation, or LLC)
- Capacity Claimed by Signer – completed by the person signing the front of the bond as principal
- Acknowledgement of Corporate Surety (completed by the bond company)
- Attached Power of Attorney from the bond company

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## Commercial Location (does not apply to Parts and Scrap Metal license applications)

- Commercial Location Checklist must be completed and signed by a listed owner of the dealership
- Additional locations each require a separate Commercial Location Checklist, Zoning, and Lease
- Must be able to answer TRUE to all items to qualify location(s) for the requested license
- Each location must have notarized Zoning Approval for type of license requested
  - If a Conditional Use Permit is issued, a copy must be provided
- Property Leases must be for at least one year from the date of license application
- Proof of ownership on property. (May be in the form of a deed or property tax statement)
- An additional location in a separate county requires a separate license (except some Lessors)

## Franchise Agreements

- Franchise agreement required for each make of new vehicle being sold (not required for trailers being sold by DSB licensees)
- Franchise must be signed by the manufacturer or distributor

## Workers Compensation Verification Statement

- Must be completed and signed
- For information regarding workers compensation contact the Department of Labor & Industry at (800) 342-5354

*All applications must be completed. Incomplete or incorrect applications will be returned. All questions must be answered. Applicants must meet all standards at the time of application. A false statement on an application for state license constitutes material misrepresentation and subjects the license to immediate denial.*