

Wyoming Department of Transportation  
Motor Vehicle Services  
5300 Bishop Blvd.  
Cheyenne, Wyoming 82009-3340  
Phone (307) 777-4717  
Fax (307) 777-4772



DO NOT WRITE IN THIS SPACE

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

Expiration Date: \_\_\_\_\_

Date Mailed: \_\_\_\_\_

**\*\*\* VEHICLE DEALER AND MANUFACTURER LICENSE APPLICATION \*\*\***

**Please mark the appropriate line and answer every question as it applies to your business. Please type or print legibly:**

\_\_\_\_ New Application

\_\_\_\_ Name Change

\_\_\_\_ Address Change

\_\_\_\_ Renewal Application (License Number: \_\_\_\_\_)

\_\_\_\_ Additional Business Location

**LICENSE TYPES: (Check only one type)**

\_\_\_\_ Used Vehicle Dealer (Retail Sales of 12 or MORE per Year)

\_\_\_\_ New Vehicle Dealer

\_\_\_\_ Used Vehicle Dealer (LESS Than 12 Retail Sales per Year)

\_\_\_\_ Wyoming Based Manufacturer

✓ \_\_\_\_\_  
**LIST TYPES OF VEHICLES YOU WILL BE SELLING** (*Motorcycles, Trailers, Cars, Trucks, ATVs, etc.*)

**\*\*\* SECTION A \*\*\***

**LICENSEE INFORMATION:**

**Please complete every line if applicable:**

1.) \_\_\_\_\_  
**Legal Name(s) Of Applicant(s)** (*Corporate, LLC, Partner(s), or Sole Proprietor*)

2.) \_\_\_\_\_  
**DBA / Trade Name** (*Name Under Which Business Will Be Operated*)

3.) \_\_\_\_\_  
**Physical Address Of Place Of Business** (*NO POST OFFICE BOXES ALLOWED*)                      **City**                      **County**

4a.) \_\_\_\_\_  
**ADDRESS OF ANY ADDITIONAL PLACE OF BUSINESS OPERATED IN THE SAME COUNTY AS PRINCIPAL PLACE OF BUSINESS**

4b.) \_\_\_\_\_  
**ADDRESS OF ANY ADDITIONAL PLACE OF BUSINESS OPERATED IN THE SAME COUNTY AS PRINCIPAL PLACE OF BUSINESS**

4c.) \_\_\_\_\_  
**ADDRESS OF ANY ADDITIONAL PLACE OF BUSINESS OPERATED IN THE SAME COUNTY AS PRINCIPAL PLACE OF BUSINESS**

5.) \_\_\_\_\_  
**Mailing Address** (*If Other Than Principal Place Of Business*)                      **City**                      **Zip Code**

6.) \_\_\_\_\_  
**Landline Business Phone Number**                      **Fax Number**                      **Toll Free Number**                      **Cell Number**  
*(Phone Number Must Be Published In Phone Book Under Business Name )*

7.) \_\_\_\_\_  
**Name Of Contact Person For Business**                      **Phone Number**                      **Title**

8.) **PROPERTY IS:**  Owned  Leased/Rented **BUILDING IS:**  Owned  Leased/Rented

8a.) \_\_\_\_\_  
If Leased Or Rented, From Whom? Address of Lessor or Landlord  
(Attach a copy of the lease or rental agreement on all property not owned by the applicant, but being used to conduct business as applied for)

9.) Date Lease Or Rental Agreement Expires: \_\_\_\_\_ Phone Number Of Lessor Or Landlord: \_\_\_\_\_

**\*\* SECTION B \*\***

**TYPE OF OWNERSHIP:** Please Provide All Information Requested. Attachments Are Allowed If Necessary.

- 1.)  Corporation  Limited Liability Company  Limited Partnership
- General Partnership (Includes Husband and Wife)  Joint Venture  Sole Proprietorship

- ✓ YOU MUST INCLUDE ARTICLES OF INCORPORATION OR ORGANIZATION WITH YOUR LICENSE APPLICATION IF YOU ARE A FIRST TIME APPLICANT OR IF ANY CHANGE HAS BEEN MADE TO YOUR CURRENT COMPANY. (This Provision Only Applies To Corporations, LLC's OR Limited Partnerships.)
- ✓ IF YOU ARE AN **OUT OF STATE CORPORATION, LLC, OR LIMITED PARTNERSHIP, YOU MUST REGISTER WITH THE WYOMING SECRETARY OF STATE'S OFFICE BEFORE COMMENCING BUSINESS IN WYOMING. (You Must Include Documentation That You Have Met This Requirement)** You May Contact The Wyoming Secretary Of State At (307) 777-7311 For Questions And Required Documentation As Necessary.

2.) Incorporated Under The Laws Of The State Of: \_\_\_\_\_ Date Of Incorporation: \_\_\_\_\_

3.) Date Registered With The WYOMING Secretary Of State's Office: \_\_\_\_\_

4.) State Of Wyoming Sales Or Use Tax Number For This Business: \_\_\_\_\_

**\*\* INCLUDE A COPY OF THE SALES TAX LICENSE IF YOU ARE A NEW APPLICANT OR APPLICANT WITH A SALES TAX LICENSE CHANGE\*\***

5.) Federal Employer Identification Number ( FEIN ) or Social Security Number Used For This Business: \_\_\_\_\_

**\*\* INCLUDE PROOF THAT THIS NUMBER MATCHES THE BUSINESS IF YOU ARE A NEW APPLICANT OR APPLICANT WITH A NUMBER CHANGE \*\***

**\*\*\* LIST ALL OWNERS, PARTNERS, MEMBERS, OR CORPORATE OFFICERS OF THE COMPANY OR BUSINESS \*\*\***

(Attachments May Be Included With Application If Necessary)

A1.)				
	Name	Date Of Birth	Social Security #	Title

A2.)			
	Home Address (Not The Business Address)	City	State

B1.)				
	Name	Date Of Birth	Social Security #	Title

B2.)			
	Home Address (Not The Business Address)	City	State

C1.)				
	Name	Date Of Birth	Social Security #	Title

C2.)			
	Home Address (Not The Business Address)	City	State

D1.)				
	Name	Date Of Birth	Social Security #	Title

D2.)			
	Home Address (Not The Business Address)	City	State

6.) HAS THE APPLICANT, ANY AGENT, ANY PARTNER, ANY LLC MEMBER or MANAGER, or ANY CORPORATE STOCKHOLDER, DIRECTOR, or OFFICER of THE COMPANY IN THE PAST TEN YEARS FROM DATE OF THIS APPLICATION, BEEN INVOLVED IN ANY CRIMINAL, CIVIL or ADMINISTRATIVE ACTIONS RELATED TO THE CONDUCT OF A VEHICLE DEALER OR MANUFACTURER?

Yes  No  Pending

6a.) If Yes OR Pending Was Checked Please Attach Disposition Or Written Explanation. According To Wyoming Statute, The Department May Deny, Suspend, Revoke Or Refuse To Issue A License To Any Applicant Who Has Violated Any Rule, Regulation, Or Statute Relating To Dealers Or Wyoming Based Manufacturers.

7.) \_\_\_\_\_  
Name Of Manager (s) Of The Wyoming Business (Attach Additional Pages If Necessary) Title

7a.) \_\_\_\_\_  
Home Address Of Manager (s) Phone Number (s)

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**\*\*\* SECTION C \*\*\***

**THIS SECTION APPLIES TO VEHICLE DEALERS**

1.) \_\_\_\_\_  
List Declared Business Hours For The Location Applied For On The Line Above ( EXAMPLE: 8AM to 5PM Monday through Friday, etc. )

\*Hours Must Be Posted At The Principal Place Of Business\*

✓ **FOR QUESTIONS NUMBER 3 & 3a LIST THE NUMBER OF {RETAIL} SALES MADE DURING THE TWELVE (12) FULL CONSECUTIVE MONTHS PRECEDING THE DATE OF THIS APPLICATION. IF YOU ARE A NEW APPLICANT YOU MAY ESTIMATE THE NUMBER OF EXPECTED RETAIL SALES TO BE MADE IN A TWELVE (12) CONSECUTIVE MONTH PERIOD.**

2.) **REPOSSESSION COMPANIES**; List Number of Repos Made per Year: \_\_\_\_\_  
2a.) **FINANCIAL INSTITUTIONS**; List Number of Repo Sales Made per Year: \_\_\_\_\_

3.) \_\_\_\_\_ January \_\_\_\_\_ February \_\_\_\_\_ March \_\_\_\_\_ April \_\_\_\_\_ May \_\_\_\_\_ June  
\_\_\_\_\_ July \_\_\_\_\_ August \_\_\_\_\_ September \_\_\_\_\_ October \_\_\_\_\_ November \_\_\_\_\_ December

3a.) \_\_\_\_\_ Out Of The Totals In Question 3 Above, List The Number Of Sales That Were Trucks With An Unladen Weight Greater Than 6,000 lbs OR Motorhomes On The Line For Question 3a.

✓ **THIS CERTIFIES THAT THE ADDRESS OF THE PRINCIPAL PLACE OF BUSINESS MEETS ALL THE FOLLOWING REQUIREMENTS UNDER THE VEHICLE DEALER LICENSING LAW AND DEPARTMENT RULES AND REGULATIONS.**

✓ **PLACE A CHECK MARK ON THE LINES THAT APPLY TO YOUR BUSINESS INDICATING THE APPLICANT(S) MEET(S) THE REQUIREMENTS AND COMPLIES WITH THEM AS OF THE DATE OF THIS APPLICATION.**

✓ **FINANCIAL INSTITUTIONS AND REPO COMPANIES MAY SKIP 4a. THROUGH 4j.**

4a.) \_\_\_\_\_ **BUSINESS IS LOCATED IN A PERMANENT BUILDING.** ( Defined as a roofed and wall structure built for permanent use, and NOT used primarily as a residence OR part of a residence)

4b.) \_\_\_\_\_ **DAILY DEALER RECORDS OF INVENTORY WILL BE STORED IN THE PRINCIPAL PLACE OF BUSINESS.**

4c.) \_\_\_\_\_ **SPACE AVAILABLE TO DISPLAY AT LEAST FIVE (5) OR MORE VEHICLES.** (This requirement only applies to dealers selling twelve (12) or more vehicles per year)

4d.) \_\_\_\_\_ **AN EXTERIOR SIGN MUST BE PERMANENTLY DISPLAYED ON THE BUILDING OR LAND INDICATING THE NATURE OF THE BUSINESS. DEALERS SELLING LESS THAN 12 VEHICLES PER YEAR SHALL INCLUDE THE LANDLINE TELEPHONE NUMBER OF THE BUSINESS.**

4e.) \_\_\_\_\_ **SIGN IS CLEARLY VISIBLE FROM THE ROADWAY.**

4f.) \_\_\_\_\_ **A LANDLINE TELEPHONE IS LOCATED INSIDE THE PRINCIPAL PLACE OF BUSINESS AND THE NUMBER IS PUBLISHED IN THE PHONE BOOK.**

4g.) \_\_\_\_\_ **DEALER WILL OCCUPY BUILDING ON A CONTINUOUS BASIS.** (A separate written notice is required if dealer is not going to occupy the building on a continuous basis)

4h.) \_\_\_\_\_ **CLEAR COLOR PHOTOS SUBMITTED WITH APPLICATION SHOWING BUILDING, SIGN, AND VEHICLE DISPLAY AREA. \*\*DEALERS SELLING LESS THAN 12 VEHICLES PER YEAR MUST SUBMIT A PHOTO OF THE BUILDING AND PERMANENT SIGN.\*\***  
( This requirement APPLIES ONLY TO: dealers who change business locations (OR) PREVIOUSLY UNLICENSED dealers)

4i.) \_\_\_\_\_ **ATTACH A LETTER OF APPROVAL FROM CITY OR COUNTY STATING BUSINESS LOCATION IS APPROVED FOR VEHICLE SALES ( APPLIES ONLY TO: dealers who change business locations (OR) PREVIOUSLY UNLICENSED dealers)**

4j.) \_\_\_\_\_ **PROPERTY LEASED OR RENTED.** (Attach Lease or Rental Agreement)

⇒ "NEW VEHICLE" AND "FRANCHISE DEALERS" ONLY

5.) \_\_\_\_\_  
List Make(s) and Type(s) Of New Vehicles That You Sell In Wyoming (EX: Ford Pass. Cars; GMC Light Duty Trucks; Lariat Trailers)

5a.) \_\_\_\_\_

6.) \_\_\_\_\_  
List Names Of Manufacturers Or Distributors With Whom You Have An Agreement To Sell Each Of The Above Listed Makes Of Vehicles

6a.) \_\_\_\_\_  
\*\*\*ATTACH COPIES OF THE COMPLETE DEALER SALES AND SERVICE AGREEMENT FOR EACH MANUFACTURER LISTED\*\*\*

\*\*\* SECTION D \*\*\*

**THIS SECTION APPLIES TO WYOMING BASED MANUFACTURERS**

1.) \_\_\_\_\_  
List The Make And The Type Of Vehicle To Be Manufactured.

2.) \_\_\_\_\_ Number Of Vehicles To Be Manufactured Or Assembled In The Next Twelve (12) Months.

3.) \_\_\_\_\_ Number Of Manufacturer Plates Required.

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\$\$\$ { ANNUAL LICENSE FEES } \$\$\$  
( Make Checks Payable To The Wyoming Department Of Transportation )

⇒ \$100.00 One Hundred Dollars For ALL Vehicle Dealers Who Sell Twelve (12) Or More Vehicles In The Twelve (12) Full Months Preceding The Date Of Application.

⇒ \$25.00 Twenty Five Dollars For All Vehicle Dealers Who Sell Less Than Twelve (12) Vehicles In The Twelve (12) Full Months Preceding The Date of Application.

⇒ \$100.00 One Hundred Dollars For Wyoming Based Manufacturers.

\$\$\$ { BOND AMOUNT } \$\$\$

⇒ \$25,000.00 Twenty Five Thousand Dollars With A Corporate Surety Duly Licensed To Do Business Within This State. The Bond Is Required From ALL Vehicle Dealers And Wyoming Based Manufacturers. For Renewals, The Bond Must Be Included With The Application.

***THE BOND IS CONDITIONED THAT THE APPLICANT SHALL NOT PRACTICE ANY FRAUD, FRAUDULENT MISREPRESENTATIONS, OR VIOLATE ANY FEDERAL OR STATE LAW, RULES OR REGULATIONS RELATING TO THE CONDUCT OF THE BUSINESS. THE BOND MAY BE FORFEITED TO THE DEPARTMENT IF THE APPLICANT(S) VIOLATES THIS PROVISION.***

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*I declare that this is a true and accurate statement. I realize that my place of business is subject to inspection and any false statements regarding the above requirements could subject my License or application to denial, suspension or revocation, and jeopardizes forfeiture of the surety bond. I, as owner, partner, officer, have the authority to sign this application.*

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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FOR OFFICE USE ONLY: \_\_\_\_\_  
\_\_\_\_\_ Total Regular Sales    \_\_\_\_\_ Total Heavy Sales    \_\_\_\_\_ Total Of All Sales    \_\_\_\_\_ Manufacturer Plates  
\_\_\_\_\_ Number Of Temporary Permits Purchased    \_\_\_\_\_ Number Of Demo Plates Authorized    \_\_\_\_\_ Number Of Full Use Plates Authorized