



Wyoming Department of Transportation
Motor Vehicle Services
5300 Bishop Blvd.
Cheyenne, Wyoming 82009-3340



REQUIREMENTS FOR VEHICLE DEALER OR WYOMING BASED MANUFACTURER LICENSE

- 1.) All vehicle dealers must complete Page 1 and Sections A, B and C of the Vehicle Dealer and Manufacturer Application. New vehicle dealers must also attach copies of franchise papers or dealer sales and service agreements for all new vehicles that they will be selling and complete the new vehicle information at the top of page 4.
- 2.) Wyoming Based Manufacturers must complete Page 1 and Sections A, B and D. Written approval from the city or county stating that vehicles may be manufactured from the established location is required. Photos of the business location required.
- 3.) Check the application over thoroughly before submitting it to the Department. The application will be returned for any blank, insufficient or incorrect information provided. There are some areas of the application that request attachments (pictures, lease copies, etc.). Be sure that additional attachments are enclosed with the application. The application must be signed and dated on page 4.
- 4.) Applicant must have a Wyoming Sales and Use Tax License. Contact the Wyoming Department of Revenue to obtain this license.
- 5.) The annual application fee for a vehicle dealer or Wyoming based manufacturer's license must accompany the application with check to be made payable to the Wyoming Department of Transportation.
- 6.) Applicant must file with the Department a bond in the sum of twenty five thousand dollars (\$25,000.00) with corporate surety duly licensed to do business within Wyoming on the bond form provided by the Department contained in your packet. Provide this bond form to your insurance company. **NEW APPLICANTS:** Do not have the bond executed until you have been notified by this Department that your application has been approved.
- 7.) New applicants, excluding financial institutions and repossession companies, must undergo a state and national criminal history record background check, including completing the Background Check Information Questionnaire and submitting state and national fingerprint cards with the license application. Fingerprint cards must be obtained from WYDOT. Criminal History Record Information may take a minimum of 30 days to process. A license will not be issued until the criminal history record information is received, reviewed and the license application approved by the department.
- 8.) The vehicle dealer or Wyoming based manufacturer's license is valid for one (1) year. The effective and expiration dates of the license will correspond to the effective and expiration dates of the bond posted. The license must be renewed prior to the expiration date of the previous year's license.

******All vehicle dealers and Wyoming based manufacturers will be provided with copies of the statutes and rules and regulations to be sent with the license or upon request to the Department. The applicant is responsible for reading and understanding the laws and rules and regulations that apply to their dealership or manufacturing business.**

9.) The vehicle dealer or Wyoming based manufacturer must present a valid license to the County Treasurer in the county where the dealership or the Wyoming based manufacturer has been licensed in order to purchase demo, full use or manufacturer license plates.

10.) Demo and manufacturer license plates are twenty five dollars (\$25.00) each. Full use license plates are \$125.00 each. Antique dealers and dealers selling less than twelve (12) vehicles per year are allowed only (1) demo plate and no full use plates.

11.) Dealer forms:

- ⇒Temporary permits are fifty cents (\$.50) each or in boxes of fifty (50) for twenty five dollars (\$25.00).
- ⇒Dealer reassignment forms for transferring titles are sold in packages of twenty five (25) for five dollars (\$5.00). They are printed on secure paper. Copies cannot be made.
- ⇒Secure Power of Attorney forms are sold in packages of one hundred (100) for twenty dollars (\$20.00). They are also on secure paper and cannot be copied.

These dealer forms may be purchased from the Cheyenne dealer licensing office or at various ports of entry around the state. The dealer must present a valid license to purchase these forms. These forms are numbered and issued to each dealer. They cannot be exchanged with other dealerships.

*****Additional information may be obtained from the Department by calling Dealer Licensing at 307-777-4717 or Dealer Compliance at 307-777-3815.***

