



Mark Gordon
Governor

WYOMING Department of Transportation

"Provide a safe and effective transportation system"

5300 Bishop Boulevard, Cheyenne, Wyoming 82009-3340



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Director

REQUIREMENTS FOR VEHICLE DEALER OR WYOMING BASED MANUFACTURER LICENSE

Requirements for **RENEWAL** applicants: *Allow 2-3 weeks for processing.*

- 1). Dealers fill out Steps #1 through #4 and #6 through #8 on the Application for Wyoming Vehicle Dealer and Manufacturer License.
- 2). Wyoming Based Manufacturers fill out steps #1 through #3 and #5 through #8.
- 3). Renewals must include current supporting documentation if there are any changes from the previous year.
- 4). List of Owners, partners, members or officers: If there are any added persons for the new license year, they must complete the background check requirements. Step # 3
- 5). Retail sales number: This is 12 month's worth of actual retail sales. Step #4.
 - o All retail sales must have a temporary permit issued.
- 6). Include the appropriate fee for the type of license you are applying for as defined in Step #6. Make check payable to "Wyoming Department of Transportation" or "WYDOT".
- 7). Print your name and title, sign and date in Step #7 of the application.
- 8). Check the application over thoroughly before submitting it. The application will be returned for any missing, insufficient or incorrect information provided.
- 9). File a bond in the sum of twenty five thousand dollars (\$25,000.00) with a corporate surety duly licensed to do business within Wyoming on the bond form provided in the application packet or the Surety company can download it from our website.
http://www.dot.state.wy.us/home/vehicle_bus_regulation/vehicle-dealerships.html
- 10). Mail the application, bond, fee and any supporting documents required to the address listed in Step #8.
 - o The expiration date of the license will correspond to the expiration date of the bond.

Vehicle Dealer Bond:

The legal name of your bond needs to match exactly to the name registered with the Wyoming Secretary of State's office. Bond will be rejected if there are errors.

The Wyoming Attorney General's office will reject your bond if the signature's are not notarized or if the name of the person whose signature is being notarized is not printed above the notary date. MUST use the enclosed bond form. (Standard letter size paper).

To check the exact spelling, punctuation and capitalization of your business name, go to the WY Secretary of State's website. <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>

- ❖ **The license must be renewed prior to the expiration date of the previous year's license.**
- ❖ If the license is not renewed before the expiration date, you will have to surrender all dealer plates, unused temporary permits seals, and expired dealers license and re apply as a new applicant.
- ❖ If you do not intend to renew the license, you must surrender all dealer plates, dealer license and unused temporary permit seals immediately to close out the license.

Additional Information

Obtaining dealer or manufacturer plates and cost for plates.

- Present a valid Dealer/Manufacturer license to the County Treasurer in order to purchase demo, full use or manufacturer license plates.
- Dealers selling less than twelve (12) vehicles per year are allowed only one (1) demo plate and no full use plates.
- License Plate Fees: Demo and Manufacturer Plates are twenty five dollars (\$25.00) each, Full Use Plates are one hundred twenty five dollars (\$125.00) each.

Additional forms needed to carry out dealer business transactions, where to obtain and cost of forms.

- Forms may be purchased from the Cheyenne dealer licensing office or at some ports of entry around the state.
- The dealer must present a valid Dealer/Manufacturer license to purchase these forms.
- These forms are numbered and issued to each dealership location.
- The forms cannot be exchanged with other dealerships.
- Dealer reassignment forms (for transferring titles) are sold in packages of twenty five (25) for five dollars (\$5.00). These forms are printed on secure paper and cannot be copied.
- Secure Power of Attorney forms are sold in packages of one hundred (100) for twenty dollars (\$20.00). These forms are printed on secure paper and cannot be copied.

**Additional information may be obtained from the Department by calling Dealer Licensing at (307)-777-4717 or (307)-777-4842, or Dealer Compliance at (307)-777-3815.