

# How to become a licensed California car dealer from gotplates.com

Reply: [becomeacardealer@gmail.com](mailto:becomeacardealer@gmail.com)



It's no secret (or exaggeration); the topic of becoming a licensed California car dealer is complex. Auto dealers have so many different laws, rules and regulations to contend with, it's easy to get confused. In fact, it's almost impossible to not get confused when dealing with the sea of licensing headaches dealers must face today.

<http://gotplates.com> for car dealer education

In an effort to alleviate some of the stress caused by trying to understand the licensing issues dealers must contend with, here are new 2016 California car dealer laws, rules and regulations summarized (along with potential penalties for breaking them and helpful links to useful information). Mind you, this list is not all-encompassing and does not cover all licensing issues dealers face, and it is NOT LEGAL ADVICE. For legal advice, dealers should seek assistance from qualified legal counsel.

<http://www.hrozzolaw.com> for our DMV car dealer attorney

## History

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**Vehicle dealer licensing** is the compulsory process of a vehicle dealer establishing a presence with a multitude of government authorities. The purpose is to establish adherence to all state regulation including the delivery of clear ownership and to tax vehicle owners.

While almost all vehicles are uniquely identified by a [vehicle identification number](#) only registered vehicles display a [vehicle registration plate](#) and carry a [vehicle registration certificate](#).

## Regulations

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Administration is handled by the [California Department of Motor Vehicles](#) (DMV). It is the responsibility of the automobile dealerships to register themselves as well as new and used vehicles sold by their dealership.

Since 1998 TriStar Motors LLC has been the leader in compulsory DMV car dealer education.

Since 2001 TriStar Motors LLC has offered car dealer continuing education.

Since 2008 TriStar Motors LLC has offered car dealer red flags certification.

Each student must present a valid government issued photo ID to take the licensing class.

Out of state applicants may take the class but must acquire a California ID card to get licensed.

## DMV License Ownership Regulations

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When a dealership is created, all owners with a 10% ownership interest must take the DMV class.

The owners spouse must also take the class to be a listed owner of the dealership.

Dealer plate privileges for 24/7 personal use are only extended to listed owners.

There are four choices to hold dealer ownership:

- Sole Proprietor

- Partnership

- Corporation

- Limited Liability Company ( LLC )

The tax considerations of your choice of ownership should always be considered. You have one year from the course date to make this decision when you submit your completed car dealer application to your DMV inspector. All owners regardless of dealership structure must take the class.

## DMV License Application Assistance

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The process of completing the dealer application and forming your structure can be difficult.

These TriStar instructors offer dealer application assistance for an additional fee:

Sony Duong, English, Vietnamese and Chinese, **714-677-0843**

Jorge Elizalde, English and Spanish, **209-985-0426**

Azita Rezaei, English and Farsi, **415-730-3137**

## DMV Examination

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All dealer license applicants must pass a DMV administered exam to submit a dealer license application. We provide training and a practice examination to prepare for this DMV examination.

The cost of the DMV examination is \$ 16.

A passing score of 70% is required ( 28 right out of 40 questions, multiple choice )

You are allowed three attempts on our certificate, one week apart.

Re-training provided if you fail the DMV examination 3 times.

Only one member of the dealership must take the DMV examination for corporate and LLC dealer license applicants.

Every member must complete the DMV personal history questionnaire.

To locate your assigned [DMV Inspector](#) call DMV HQ for licensing, **916-229-3126**.

**Your certificate is valid ONE YEAR from course date completion.**

If your certificate expires we can re-certify you for a fee of \$100.

Call [joseph@gotplates.com](mailto:joseph@gotplates.com) to re-certify, **800-901-5950**.

We must have a copy of your old certificate, your photo ID, your current phone and address as well as a valid e-mail address, otherwise you will have to retake the entire dealer class.

## **DMV Licensing Common Obstacles**

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All dealer license applicants encounter difficulty with the process. The three major obstacles to dealer licensing:

### [Zoning Approval](#)

Each dealer location must have local approval from local planning authorities.

Some localities require additional parking and /or a conditional use permit.

### Bond Approval

Each dealer applicant must provide a valid car dealer surety bond.

The credit or collective credit of all owners will determine the bond cost.

Some applicants require a cash deposit and/or a co-signer.

### [LiveScan Fingerprint Clearance](#)

Each dealer applicant must provide fingerprints for a background check.

Licensed Sales Persons may be waived of this requirement.

Anticipate 30-45 days for background clearance.

Criminal convictions within 10 years require certified court documents.

## **DMV Licensing Choices**

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All dealer license applicants must select the type of dealership they wish to create.

The choices are:

### Wholesale Only

Wholesale only dealers sell from dealer to dealer, auction or dismantler, A wholesale only dealer cannot sell directly to the public. We offer drafted sale assistance for wholesale only dealers wishing to sell an inventory unit to the public.

Wholesale dealers selling 24 units per year or less require a \$ 10k bond.

Wholesale dealers selling 25 units or more per year require a \$ 50k bond.

Wholesale dealers do not need parking, outside or inside signs.

Zoning approval is usually simple and may allow a home based dealership if separate entrance requirements are met.

### Retail

A retail license includes a wholesale license. Retail dealers are unrestricted in whom they can sell their inventory to. Retail dealerships require a commercial location with local zoning approval including assigned parking, inside and outside signs. Mixed

use locations may qualify with zoning approval and separate offices. Only one dealer may occupy a USPS approved address.

All retail dealers, except motorcycles require a \$ 50k bond.

#### AutoBroker Endorsement

Any dealer, wholesale or retail, with a \$50k bond, local zoning approval and an outside sign may choose to become a licensed autobroker.

AutoBrokers may legally collect a finders fee when they bring a customer to a selling dealer. AutoBrokers must establish a trust account and have written authorization signed by the buyer to get paid. AutoBrokers may collect fees from the buyer and the selling dealer with full written disclosure. The fee is \$ 125. then \$75. per year

AutoBrokers are legally allowed to deliver brokered dealer inventory provided they have assigned their own dealer plate and have dealer insurance on file.

Call [jonathan@autoconnection.com](mailto:jonathan@autoconnection.com) to broker new cars, **415-331-5983**

#### Drafted Sales for Wholesale Only Dealers

TriStar Motors LLC as the only licensed retail dealer / broker certified to teach DMV dealer education offers wholesale dealers the ability to draft retail sales on their retail dealer / broker license. Red Flag Certification required and fees are \$ 250. per transaction. Restrictions apply.

Call [joseph@gotplates.com](mailto:joseph@gotplates.com) to arrange a drafted sale, **800-901-5950**.

## DMV Zoning Approval

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All dealer license applicants must select the type of dealership. That selection will determine the requirements for local zoning approval. Zoning approval is delivered in writing to the DMV using: DMV OL-902 Property Use Verification Form

Wholesale Only dealerships may be home based with separate entrance requirements met. The DMV inspector must be able to walk from the street to your office without passing thru personal living space. Garage offices are NOT allowed. Your location will be inspected.

Retail Dealers must have a unique and separate address from any other dealership. Mixed use with another business is allowed with separate office space and clearly marked signage and parking.

AutoBrokers are required to have a sign and a commercial location but no parking is required.

Some locations require a conditional use permit for approval.

Call Sony Duong for conditional use permit assistance, **714-677-0843**

## DMV Car Dealer Surety Bond

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All dealer license applicants must select the type of dealership which then must have the appropriate bond. The bond is a pot of gold to protect the government and allows a payout when the dealer fails to post DMV fees, when the dealer fails to post sales tax or when the dealer fails to honor a judgement, a judge's order. The most common method to post a bond is to rent the money and pay an annual fee. Some dealers are required to post a cash deposit or have a co-signer.

If you must post an all cash bond the DMV holds your cash for three years beyond the dealership closure. Your collective dealership credit sets the price of the annual bond fee.

Each bond has a twelve month life and a three year period to make claim upon the bond.

All dealer license applicants must select the type of surety bond they wish to post.

The choices are:

Wholesale Only

Wholesale dealers selling 24 units per year or less require a \$ 10k bond.

Wholesale dealers selling 25 units or more per year require a \$ 50k bond.

Retail

All retail dealers, except motorcycles require a \$ 50k bond.

AutoBroker Endorsement

Any dealer, wholesale or retail, with a \$50k bond, may choose to become a broker.

These TriStar instructors offer dealer surety bond assistance for an additional fee:

Sony Duong, English, Vietnamese and Chinese, **714-677-0843**

[Mike Ramos, English and Spanish](#), **714-797-5780**

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## DMV Car Dealer Insurance

All dealer license applicants must select the type of dealership and then carry appropriate insurance. Some dealers are under the mistaken notion that their car dealer surety bond acts as insurance. The car dealer surety bond does not provide dealer insurance coverage. If you are uninsured the surety bond is at risk with an unpaid claim and a court judgement.

If you are stopped by the CHP or local law enforcement driving an inventory vehicle with your dealer plate attached you will be asked to produce your car dealer insurance. If you do not have car dealer insurance the vehicle can be seized, impounded with DMV registration and sales tax then due. After you pay the tow and impound fees, the release, the sales tax and the registration you will have to appear at a DMV hearing to request that your dealer plate be returned to you.

Your car dealer insurance is comprised of three components:

Location Coverage

Inventory Coverage ( cost of vehicles up to stated amount )

Usage Coverage ( business and personal use )

The standard car dealer insurance policy is called garage keeper liability with a test drive endorsement. Please contact our [car dealer insurance agent jonathan von arx jr](#) @ **562-795-6611** for a competitive quote.

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## DMV Car Dealer Attorney

All dealer license applicants may encounter legal difficulty and need legal counsel.

If you are sued as a car dealer an attorney can be helpful.

If the DMV brings you to a hearing for dealer violations an attorney can be helpful.

If another dealer refuses to pay you and you need to make a bond claim, an attorney can be helpful.

We have two excellent DMV car dealer attorneys available:

Heather Rozzo, **559-322-3265**

Stephania Francone, **831-566-1313**

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## DMV Car Dealer Licensing Assistant

All dealer license applicants may encounter some difficulty and need assistance navigating the halls of DMV.

Our TriStar LA Instructor, Claudia Patton served as a DMV Training Manager for 32 years. Her knowledge and expertise is invaluable for all those applying or currently holding a car dealer license. Claudia Patton, **310-216-1438**

## **DMV Car Dealer Fictitious Name Statement**

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All dealer license applicants must announce with the county clerk any fictitious name they are using. If a corporate or LLC filing has been made with the secretary of state no county fictitious name statement is required, BUT if ABC Motors Inc. wants to do business as XYZ Motors a fictitious name statement at the county level is required.

Once filed at the county clerk's office the fictitious name statement must be published for 4 weeks in a local newspaper and then repeated every 5 years to protect the name.

The fictitious name statement must be shown to the DMV inspector and allows the dealership to open a bank account in the name of the dealership.

## **DMV Car Dealer Bank Account**

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All dealer license applicants must open and maintain a bank account in the name of the dealership.

## **DMV Car Dealer Business License**

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All dealer license applicants must obtain a business license from the city or county which issued the [DMV Zoning Approval, Property Use Verification](#).

If the city or county has no business license requirement the dealer applicant must obtain a letter from the agency stating to the DMV inspector that NO business license is required.

## **DMV Car Dealer Seller's Permit**

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All dealer license applicants must apply and post a sellers permit from the State Board of Equalization.

The dealer is required to collect a photo id, the dealer license and the resellers permit from every licensed dealer when sales tax is exempted.

Out of state sales exempt from sales tax require a bill of lading from a licensed transporter showing the vehicle was never driven in California by the buyer.

The dealer applicant must estimate their retail car sales with 15k as the monthly threshold.

Retail estimate beyond 15k gross per month reports and pays every 30 days.

Retail estimate below 15k gross per month reports and pays every 90 days.

Wholesale Only dealers report and pay once each year.

Personal Use reporting is completed when sales are reported.

Car Dealers obtain an account from the Board of Equalization and remit taxes electronically for each reporting period.

## DMV Car Dealer Photo Shoot

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All dealer license applicants must provide a [photo shoot](#) of their dealership location prior to obtaining a temporary wall license and temporary car dealer license plates. Remember to match the order for car dealer license plates to your car dealer insurance policy.

Retail, AutoBroker & Wholesale Only License requires 8 photos

- 1 Building Photo
- 2 Office Photo
- 3 Telephone
- 4 Business License Posted
- 5 Sellers Permit Posted
- 6 Lockable Cabinet
- 7 Dealer Checkbook
- 8 DMV Dealer Book ( labeled DMV binder )

Retail & Wholesale AutoBroker License requires a 9th photo.

- 9 Outside Sign

Retail requires a 10<sup>th</sup> and 11<sup>th</sup> photo.

- 10 Interior Signs
- 11 Display Area ( assigned parking )

## DMV Location Inspection

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The DMV will schedule an inspection of your dealership within 90 days of issuing your temporary license to ensure that the photo shoot matches the actual dealership.

The wholesale inspection is a verification of the photo shoot.

DMV Inspector Location Checklist

Retail and AutoBroker inspections require the dealer to show appropriate required forms.

Our retail forms kit for \$ 55. guarantees the passing of this portion of the DMV Inspection.

[TriStar Retail Forms Starter Kit](#)

Our forms supply is Jody Forster, **949-837-4088**

**Jody can also provide car dealer license inserts, car dealer license frames, ROS holders and any custom items necessary for retail car sales.**

## DMV Location Inspection Checklist

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### Not for Sale Stickers

Any retail dealer must make and separate all vehicles in inventory not deemed suitable for retail sale. This can most easily be done with a Retail Not for Sale Sticker. Vehicles in inventory which are not prepared and offered for sale face a potential fine of \$ 16k from the FTC. ( Federal Trade Commission )

Our retail forms kit for \$ 55. Contains the Not for Sale Sticker.

[TriStar Retail Forms Starter Kit](#)

Our forms supply is Jody Forster, **949-837-4088**



## **Preparation**

During the process of reconditioning the vehicle dealer obtains a smog certification, a division 12 safety compliance check, a retail buyers guide and a NMVTIS vehicle history report.

The preparation process may reveal past history disclosures, required in writing, commonly made on a DMV statement of facts form REG256.

The smog certification paperwork is valid for two years and must be presented in the application package sent or presented to DMV. A smog certificate previously used to register a vehicle is invalid and a fresh smog must be obtained prior to offering the vehicle for sale.

The division 12 safety compliance check certifies the federal required minimum safety standard has been met and that all working safety items, including seat belts and airbags are present and functioning. The inspection may only be conducted by a BAR certified mechanic and not at the dealership unless the dealership is also BAR certified. This provision does not preclude a dealer from working and repairing their own vehicles. Only the inspection is required to be done by BAR certified mechanics.

The buyers guide must be presented to the buyer, the buyer signs and receives a copy and the signed original must be held in the dealers licensed location for a minimum of 4 years. The dealer folder which holds such documents is created for each retail sale and known as the "jacket".

The NMVTIS vehicle history report sources a national government database and generates a report of up to 61 brands on a vehicle title. Such branding requires a DMV statement of facts REG256 disclosure and a red sticker on the vehicle prior to being offered for sale.

NMVTIS vehicle history reports are available at:

<http://vinaudit.com/gotplates>

Forms disclosures and buyers guides are available from Jody Forster, **949-837-4088**:

<http://formslady.com>

## **Retail Sales Process Photo ID**

The retail dealer must first obtain a photo id from each buyer.

We assign a Retail Report of Sale to the transaction.

On the copy of the buyers photo id we write the ROS number assigned and the date.

We have the buyer initial this dated photo id with ROS number assigned.

We include this document in the transfer package sent to the DMV.

## **Contract Preparation Spreadsheet**

This spreadsheet is exclusive to TriStar Motors LLC

If you would like a copy for your dealership email to [admin@gotplates.com](mailto:admin@gotplates.com)

The spreadsheet allows the formation of the total sales price including document preparation fee, smog inspection and certification fees, sales tax, broker fees, registration, transfer & delivery fees.

Document preparation fee is taxable and the maximum fee is \$ 65. The charge must be the same for all transactions. Smog inspection fee is taxable and the maximum fee is \$ 50. Smog certification fee is non-taxable and the maximum fee is \$ 8.25.

Registration fees must be collected if the registration is expired or about to expire with 60 days.

Back registration fees should be included in the price, if not, a statement of facts disclosure with buyers signature is required to collect back registration fees from the buyer.



We include this document in the transfer package sent to the DMV.

### **Car Buyers Bill of Rights Cancellation Option**

The option to return the vehicle to the dealer for ANY reason is an option the buyer may purchase from the selling dealer. The cost of the option is set by the selling dealer and includes an option fee and a restocking fee. The minimum and maximums are regulated by the selling price of the car up to \$ 40,000.

Our training package includes a brochure with details on this important option.

The buyer must sign YES or NO to this offer in writing.

The buyer must receive a copy of their signed offer.

We do not include this document in the transfer package sent to the DMV.

This document is stored in the selling dealers location in the deal jacket.

### **Federal Buyers Guide**

The buyers guide was posted on the vehicle prior to sale indicating warranty offers and contact information included in the price of the car. BHPH car dealers with 10% in house contract sales must include a 30 day 1000 mile complete warranty on EVERY vehicle offered for sale.

Our training package includes a brochure on this important BHPH provision.

The buyers guide is removed from the vehicle at the point of sale. The buyers signs the guide and is given a copy. The dealer faces a potential fine of \$16K for no signed buyers guide in the deal jacket..

We do not include this document in the transfer package sent to the DMV.

This document is stored in the selling dealers location in the deal jacket.

### **Conditional Retail Sales Contract**

All vehicles sold must use a conditional sales contract.

The required disclosures on this form are mandated even in all cash sales.

The TriStar Motors LLC spreadsheet is formulated to assist you in completing this document.

Once the buyer signs the numerous provisions on this contract the buyer is given a copy.

We do not include this document in the transfer package sent to the DMV.

This document is stored in the selling dealers location in the deal jacket.

### **Spanish Copy, Spoken Language Disclosures**

If the buyer has a Spanish surname, whether the buyer speaks Spanish or not, the selling dealer must offer Spanish copies of the Car Buyer Bill of Rights Option Form, The Federal Buyers Guide and the Conditional Sales Contract.

We offer a Spanish copy offer in our forms starter kit.

The selling dealer provides blank Spanish forms.

We include this document in the transfer package sent to the DMV.

Click here to order the gotplates retail car dealer starter kit:

<http://www.gotplates.com/books.php>

When the seller speaks any of 30 languages to the buyer and the buyer also speaks that language the selling dealer must offer copies of the Car Buyer Bill of Rights Option Form, The Federal Buyers Guide and the Conditional Sales Contract in the spoken language.

Spoken Languages copies for 30 languages can be obtained from Jody Forster

<http://www.formslady.com>

If the buyer speaks the spoken language to the customer

The blank forms must now be completed

But the buyer does not sign them.

The English version of each document is signed as the document of record

If the selling dealer and the buyer speak one of 30 languages and the selling dealer does NOT have the required copies we suggest a DMV statement of facts REG256 describing the languages spoken and that both buyer and seller accept English only documents as a waiver to this regulation.

We include this document in the transfer package sent to the DMV.

If the selling dealer does NOT offer documents in the spoken language and does not prepare the waiver the entire sales transaction is at risk of an unwind with penalties.

### Report of Sale

The REG 51 must be completed by the selling dealer for each retail sale'

This four part form must be signed by the selling dealer and the buyer.

### REG 51 Check List

<i>Section</i>	<i>Information Required</i>
Date Sold	The date the buyer paid the purchase price, signed a purchase contract or security agreement, and took possession or delivery of the vehicle. (CVC §5901[d])
Make	The make of the vehicle, not the model.
Year Model	The year model shown on the titling document. If the titling document does not show a year model, leave this blank.
Body Type	The body type. If the body type shown on the title is incorrect, a correction must be made. See Chapter 30, Inquiries for body types.
Motive Power	The motive power (must be shown for all vehicles). The fuel types are: G-Gasoline D-Diesel E-Electric M-Methanol N-Natural Gas P-Propane Q-Hybrid For all trailers, use motive power code "0" (zero) IMPORTANT: Hybrid vehicles are powered by gas and electricity and are exempt from smog certification by the Bureau of Automotive Repair (BAR) until 12/31/2010.
Number of Axles	The number of axles shown on the title for a commercial motor vehicle or trailer only. Do not enter any information for trailer coach (CCH) or camp (CMP) trailers
Unladen (empty) Weight	The unladen weight shown on the title for a commercial motor vehicle or trailer only. Do not enter any information for trailer coach (CCH) or camp (CMP) trailers.

Vehicle Identification Number (VIN)	The complete VIN shown on the title.
M/C Engine Number	If the vehicle is a motorcycle, the complete engine number shown on the title.
Last Registered in State of	The state, province, territory, or country where the vehicle was last registered.
Year Registered	The year the vehicle was last registered.
License Number	The license plate number for the last registration.
County of Residence	The buyer's county of residence. This may differ from the county of the mailing address. For leased vehicles, show the county of the lessee's address. For trailers coaches that will be located in a different county, show the county of the situs location.
Sold To	The true full name of each buyer (the name shown on the buyer's driver license or ID card).  Check the "AND" or "OR" box if there is more than one buyer/owner. Refer to section 1.050 for Registration to Co-Owners information. Leased Vehicles:  The name of the lessor followed by the abbreviation "LSR" and the name(s) of the lessee followed by the abbreviation "LSE." Do not join the names with "and" or "or." Refer to section 1.040 for Registration of Leased Vehicles information. Example: Jay Street Leasing, LSR John Doe, LSE See Chapter 1, General Registration Information for additional NAME information.
Driver License/ID Card No.	The driver license or ID card number (DL/ID#) for each buyer or lessee (if an individual). If a California DL/ID has not been issued, enter the person's out-of-state DL/ID# and write the state of issuance in the upper right corner of the REG 51. NOTE: A DL/ID# is not required for vehicles registered to an entity other than an individual, such as a company.
Buyer's Address	The buyer's residence or business address and mailing address (if different), including an apartment or space number if it is part of the address. When a post office box is the residence or business address, but is not the mailing address, then both addresses must be shown. The post office delivers mail to the second address. NOTE: Mailing Address Only on Registration Documents-The buyer/registered owner may request that the registration and title documents issued by the department show only his/her mailing address. Refer to Chapter 1, General Registration Information for all address requirements.

Dealer Name, By, and Address	The dealer name, an authorized agent's signature, and dealer's full address. An authorized representative must countersign for the dealership (This may be any authorized person of the dealership, not necessarily the salesperson).
Dealer and Salesperson Numbers	The dealer's license number and the salesperson's number.  If the vehicle was sold by an owner or officer of the dealership, enter the title, such as "Owner" or "CEO" as the Salesperson's Number.
Signature(s) of Purchaser	The buyer's usual signature or the buyer's signature signed by the attorney-in-fact shown on a power of attorney must appear. Refer to Chapter 1, General Registration Information for power of attorney information. NOTE: Only one co-owner signature is required on the REG 51. Leased Vehicles-The lessor is the registered owner and must endorse/sign the REG 51. The lessee's signature is optional.
Odometer Reading	The actual odometer mileage reading.

The four parts are:

Dealer Copy

DMV Application Copy

Notice of Sale to the DMV

Temporary Operating Permit for the buyer.

Post Temporary in the lower right corner of the windshield.

We include this DMV Application Copy in the transfer package sent to the DMV.

This Dealer Copy is stored in the selling dealers location in the deal jacket.

#### **Title Endorsements**

The front of the title must have a release of registered owner and lien holders, if any.

The rear of the title must have buyers information clearly printed.

Any dealer transfers must be listed at the bottom of the back of the title.

We include this document in the transfer package sent to the DMV.

#### **License Plates**

We remove and destroy all plates from every vehicle we sell. We used DMV form REG156 to certify destruction and request new plates for the buyer. The registration cycle for the vehicle remains the same. We charge the buyer \$ 19. for new license plates. This practice is required if the front plate is missing but also prevents tickets from being sent to donors / previous owners.

We install dealer flashers and frames to the front and rear of each vehicle pending the delivery of new plates by the DMV.

To order license plate inserts, known as flashers as well as license plates frames and ROS holders for the selling dealer contact Jody Forster:

<http://formslady.com>

We include this document in the transfer package sent to the DMV.

#### **Car Buyer Vehicle Delivery Request**

When a selling dealer makes delivery of a SOLD vehicle to a buyer we prepare a written vehicle delivery request and we charge a fee of \$ 100.

We offer a copy offer in our forms starter kit.

Click here to order the gotplates retail car dealer starter kit:

<http://www.gotplates.com/books.php>

We include this document in the transfer package sent to the DMV

### **Scan or Copy the entire application package**

We handle all transactions by mail to the DMV Service Center.

Make sure you copy or scan the complete transaction, including payment check in the event of document loss and the need for application reconstruction.

Title reconstruction can be timely and expensive.

We suggest Tanya Reeves for such complicated efforts

707-419-5700

We include instructions for mailing corrections along with a copy of our current dealer license.

We include this document in the transfer package sent to the DMV.

### **Sales Tax Reporting**

We prepare a DMV statement of facts REG256 with our dealer sellers account number.

We include this document in the transfer package sent to the DMV.

Remember sales tax is reported according to the buyers county of residence.

We print and file a sales tax rate chart in the deal jacket for the zip code rate on the sale date.

**+++**

**we make it simple for you  
car dealer education**

**800-901-5950**

<http://gotplates.com>



## DMV Website Links

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<https://www.dmv.ca.gov/portal/dmv/detail/vr/vr>

[Registration Renewal](#)

[Basic Registration Renewal Fees](#)

[Vehicle Registration Fee Calculator](#)

[More Registration Information](#)

[Registration Forms](#)

[Business Partner Locator](#)

[California Vehicle Code](#)

[Register to Vote](#)

[Personalized Plates](#)

[New to California](#)  
[Brochures](#)  
[Checklists](#)  
[Change Your Address](#)  
[Notice of Transfer and Release of Liability](#)  
[Industry Tools](#)  
[Electronic Lien and Title \(ELT\) Program](#)  
[Other State Motor Vehicle Departments](#)  
[Nonresident Commercial Vehicle Trip Permit](#)

<https://www.dmv.ca.gov/portal/dmv/detail/vr/vr>

- [DMV Videos \*\*NEW\*\*](#)
- [Changing Vehicle Ownership](#)
- [Vehicles Never Registered in California](#)
- [Renewals](#)
- [Insurance](#)
- [License Plates](#)
- [Off-Highway Vehicles](#)
- [Specially Constructed Vehicles](#)
- [Smog](#)
- [Fees](#)
- [Corrections/Replacements](#)
- Dishonored Payments/Franchise Tax Board Collections
  - [Dishonored Payments FAQs](#)
  - [Franchise Tax Board Collections \(Delinquent Registration\)FAQs](#)
- [Disabled Person Parking Placard/Plates](#)
- [Commercial Vehicles](#)
- [Salvage/Junked Vehicles](#)
- [Alternative Fuel Vehicles](#)
- [Veterans and Military Personnel Information](#)

[Vehicle Dealer Handbook \(PDF\)](#)  
[Vehicle Industry Procedures \(VIP\) Manual \(formerly the Dealer's Handbook\)](#)  
[Autobroker's Endorsement](#)  
[Guide for Licensed Vehicle Dealers and Lessor-Retailers \(PDF\)](#)  
[Occupational Licensure Product List \(PDF\)](#)  
[Buy/Sell Procedures for New Vehicle Dealers](#)

## Vehicle Dealer Original License Forms (Including Autobroker) Forms

Note: Forms may be completed before printing

Please print the appropriate check list to obtain a list of all the forms and any additional documents required for each license:

[OL 248A, New Dealer Application Check List](#)

[OL 248B, Used Dealer, Dealer-Wholesale Only, and Autobroker Application Check List](#)

Select the appropriate link to print the forms required for each dealer packet:

[OL 248N, New Dealer Application Forms](#)

[OL 248U, Used Dealer, Dealer-Wholesale Only, and Autobroker Application Forms](#)

Application forms may also be printed individually from the following list:

[OL 12, Application for Original Occupational License, Part C](#)

[OL 21A, Original Application for Occupational License, Part A](#)

[OL 25, Surety Bond of Dealer](#) OR

[OL 25B, Surety Bond of Motorcycle Dealer, Motorcycle Lessor-Retailer, All-Terrain Vehicle Dealer, or Wholesale-Only Dealer](#) (Less Than 25 Vehicles Per Year) OR

[OL 25E, Deposit Agreement and Assignment \(PDF\)](#)

[OL 53, Authorization to Release Financial Information](#)

[OL 124, Certificate of Proposed Franchise](#) (new automobile, commercial, motorcycle, all-terrain vehicle, motorhome, and recreational trailer dealers only)

[OL 902, Property Use Verification for Vehicle Dealer's License](#)

[OL29B, Application for Occupational License Personal History Questionnaire, Part B, Business Licensing Unit](#) (Required for each person listed under ownership on form OL 12)

[ADM 9050, Appointment of Director as Agent for Service of Process](#)

DMV 8016, Request for Live Scan Clearance (receipt) ([More information about Live Scan](#))(Required for each person completing form OL29B)

## Additional Required Application Package Documents:

Certificate of Completion, [Dealer Education Program](#) (Used Vehicle Dealers and Wholesale-Only Dealers)

### TriStar Motors LLC Directory

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#### Office

800-901-5950

#### Fax

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#### Email

[admin@gotplates.com](mailto:admin@gotplates.com)

Mailing Address, Teaching License DMV CCC0004



Post Office Box 883, Aptos, CA, 95001

Retail Sales Location, Dealer License 35862

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Instructors

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