North Carolina State Highway Patrol

Josh Stein
Governor

Freddy L. Johnson, Jr.
Commander

TO: DEALER NUMBER
DEALER NAME
DEALER ADDRESS
CITY, STATE, ZIP CODE

FROM: NORTH CAROLINA STATE HIGHWAY PATROL
INVESTIGATIVE SERVICES UNIT – DEALER SECTION

SUBJECT: RENEWAL OF DEALER AND SALES REPRESENTATIVES LICENSES AND PLATES

If you do not receive the pre-printed Renewal Applications Packet, use the information in this letter to complete your Renewal Application Packet. Review your Dealer License Certificate to determine your expiration date.

Under Session Law 2025-22 (H.B. 421): Dealer License, Sales Representative License, and Dealer Plate fees will be calculated for each year of the two (2) year renewal period. Under N.C.G.S. § 20-295 a dealer license will remain valid for up to 60 days when an application for a license renewal has been submitted to the Dealer Section prior to the expiration of the license.

Please follow the instructions below in completing the renewal applications:

1. Review applications for accuracy and complete in their entirety.
2. If there are any changes in your dealership name, address or ownership, please go to the Dealer Section webpage https://www.ncshp.gov/investigative-services-unit for directions and assistance. ***Do not send for processing.***
3. Please provide garage liability insurance company underwriter's name and policy number information. Furnish the complete name of the insurance company underwriter. ***Agent's name is not acceptable.***
4. The fee pre-printed on the renewal application is correct for your dealer certificate. The fee for the first five (5) dealer plates is $46.25 each plus the transit tax if applicable (see note below). All plates purchased after the first five (5) will be $23.13 each plus any transit tax. All dealer transporter plates are $23.13 each plus any transit tax. Dealer loaner plates are $200.00 each plus any transit tax.
5. Late Fees: A late fee of $15.00 per plate will be charged on renewals beginning the first day of the month following the expiration date. ***If you fail to renew your Dealer License and plates within one month of the expiration date, it will be stamped "Failed to Renew" and a new dealer application is required.***

NOTE: Dealers, Manufacturers, Factory Branches, Distributors, and Wholesalers that have their place of business located in a Transit Tax County are required to pay an additional Regional Transportation Authority (RTA) Tax for each plate purchased as listed below:

- Wake/Orange/Durham Counties: $17.00 additional per plate/year.
- Randolph County: $1.00 additional per plate/year.

MAILING ADDRESS:
NCSHP – Dealer Section
3129 Mail Service Center
Raleigh, NC 27697
www.ncshp.gov
TELEPHONE:
(919) 757-0756 (Raleigh)
(704) 331-3299 (Huntersville)

An Equal Opportunity Employer

OFFICE LOCATION:
Raleigh Dealer Section
4123 New Bern Ave. Ste. #151
Raleigh, NC 27610
Huntersville Dealer Section
12101 Mount Holly-Huntersville Rd.
Huntersville, NC 28078

6. N.C.G.S § 20-79 governs the number of dealer plates that a dealer may purchase based upon the number of vehicles sold in the previous twelve-month period. N.C.G.S § 20-79.2(b1) governs the number of transporter plates that a dealer may purchase. The total number of dealer and transporter plates issued to a dealer may not exceed the number of plates that can be issued to the dealer under N.C.G.S. § 20-79(b). Plates will be issued based on the following scale:

Vehicles Sold in a Relevant 12-Month Period	Maximum Number of Plates
Fewer than 12	3
At least 12 but less than 25	6
At least 25 but less than 37	7
At least 37 but less than 49	8
49 or more	At least 8, but no more than 5 times the average number of qualifying sales representatives employed by the dealer during the relevant 12-month period.

7. To indicate which classifications of plates are needed, complete the enclosed ISU-405 and submit with the ISU-403.
8. The enclosed Affidavit (ISU-418) must be completed in its entirety and must be notarized. Only original documents will be accepted. Copies will not be accepted.
9. The fee for each sales, factory and distributor representative is $25.50 per year. ***Please ensure that you endorse, notarize and return applications with your completed renewal packet.*** Only original documents will be accepted. Copies will not be accepted.
10. All used motor vehicle dealers must show proof that the applicant has completed one 6-hour Continuing Dealer Education Course for each year of the licensing period immediately preceding the renewal. The course must be approved by the Division if the applicant is seeking a renewal license. Refer to N.C.G.S. § 20-288(2) for clarification and exemptions.
11. You should total all fees and submit applications and fee remittance. Make check or money order payable to NC Division of Motor Vehicles.

    Applications should be mailed to:
    NC State Highway Patrol – Dealer Section
    3129 Mail Service Center
    Raleigh, NC 27697-3129

We encourage you to return your application and fees by mail to the North Carolina State Highway Patrol Dealer Section as soon as possible, so that you will receive your licenses and plates prior to your renewal date. Thank you for your prompt attention to the renewal request.