NORTH CAROLINA STATE HIGHWAY PATROL

INVESTIGATIVE SERVICES UNIT – DEALER SECTION

3129 MAIL SERVICE CENTER, RALEIGH NC 27697-3129

MINIMUM DEALER LICENSE REQUIREMENTS

1. OVERVIEW. The North Carolina State Highway Patrol's Investigative Services Unit – Dealer Section monitors and updates information surrounding approximately 7,900 licensed automobile dealers and 44,000 licensed sales representatives. This section issues dealer/sales representative licenses, plates and 60-day markers to mail order and walk-in customers.

This section is also responsible for opening new dealerships and placing dealers out of business when their licenses have expired, been surrendered, revoked, or suspended. The Dealer Section is responsible for providing customer service in person, by correspondence and by telephone. This section has locations in Raleigh and Huntersville, NC, and are the only locations in North Carolina that provide Dealer licensing services.

2. MINIMUM DEALER LICENSE REQUIREMENTS. The below information lists all requirements that are needed to complete prior to receiving a North Carolina Dealers License.

(a) Have an "established salesroom" (Retail) containing at least 96 square feet of floor space in a permanent, enclosed building as defined in N.C.G.S § 20-286.

(b) Have an "established office" (Wholesaler) containing at least 96 square feet of floor space in a permanent, enclosed building or structure which is accessible to Division personnel and is a place where books, records and files are required to be kept as defined in N.C.G.S § 20-286.

(c) Established salesroom and/or established office is required to be in compliance with all state, county and municipal zoning ordinances or regulations. Written verification must be obtained from the proper authority.

(d) A sign designating the trade name of the business in block letters not less than three inches in height on a contrasting background.

(e) Must furnish a corporate surety bond or a cash bond in the amount of fifty thousand dollars ($50,000) for an initial established salesroom and twenty-five thousand dollars ($25,000) for each subsequent established salesroom.

(f) The Division must have evidence of an assumed name being filed with the Register of Deeds in the county in North Carolina where the business is maintained when such business is operated under any designation, name or style other than the real name of the owner or owners thereof or under its corporate name as it would appear on the dealer license certificate.

(g) If the business will be conducted as a corporation, articles of incorporation must have been filed with the North Carolina Secretary of State. The first page of the corporate charter must accompany application for license. A foreign corporation must procure a certificate of authority from the North Carolina Secretary of State before being licensed to operate in this State.

(h) Have a comprehensive liability insurance company policy or Garage Liability Coverage Form-Automobile Dealer Supplementary Schedule policy number from the insurance company to cover dealer plates. Provide Certificate of Garage Insurance which indicates how many dealer plates are covered by the policy, and Certificate Holder listed as NCSHP Dealer Section 3129 Mail Service Center, Raleigh NC 27697.

(i) Application for license must accurately describe the physical location of the business such as street name, street number, city, state and zip code. It is not permissible to have a mailing address different from the actual location of the business, except for a Post Office Box located in the same city. Wholesale applicants must supply a telephone number at which such business may be contacted by the North Carolina State Highway Patrol concerning records and sales transactions.

(j) Applicants for a "used motor vehicle" dealer's license must show proof that within the last twelve months they have completed a 12-hour pre-licensing course approved by the Division if seeking an initial license, and a 6-hour continuing education course approved by the Division if seeking a renewal of license. These educational requirements do not apply to the following (1) Used motor vehicle dealer (applicants) under N.C.G.S. § 143-143.11 who comply with the educational requirements of N.C.G.S. § 143-143.11B; (2) Persons aged 62 or older as of July 1, 2002, who are seeking a license renewal.

(k) **Prior to license being issued, all of the above requirements must be in compliance and the established salesroom and/or office must be inspected and approved by an Officer of the North Carolina State Highway Patrol's Investigative Services Unit.**

3. FEES AND CONTACT INFORMATION

Additional fees per plate issued will be due in counties that require Regional Transit Authority (RTA)* Tax. It is $1.00 for Randolph County and $17.00 for Wake, Orange and Durham Counties.

FEE SCHEDULE			
Dealer/Wholesale/Distributor License Certificate:	$115.50/year	Factory Branch License Certificate:	$167.25/year
Manufacture License Certificate:	$250.50/year	Sales / Factory Representative:	$25.50/year
Dealer Plate (First 5 plates):	$46.25 per plate/year	Dealer Transporter Plate	$23.13 per plate/year
Each Additional Plate:	$23.13 per plate/year	Temporary Markers:	$25.00 per set of 25

Please contact an Investigative Services Unit Officer in the County you plan to open your Dealership. Site must be approved before submitting applications to the Dealer Section.

INVESTIGATIVE SERVICES UNIT CONTACT INFORMATION	
Troop A – Greenville (252) 565-1321	Troop E – Winston Salem (336) 793-9622
Troop B – Fayetteville (910) 728-4601	Troop F – Newton (704) 325-5535
Troop C – Raleigh (984) 268-5000	Troop G – Asheville (828) 348-5780
Troop D – Graham (336) 270-2290	Troop H – Huntersville (704) 331-3300

Please provide original forms that have been completed legibly. Incomplete forms or illegible forms will not be processed. The following forms are required in order to process your application:

- ISU-400 (Notarized);
- ISU-405;
- ISU-409 (Completed by Surety Company and accompanied by the Power of Attorney);
- ISU-426 (Notarized);
- 12-Hour Dealer Pre-Licensing Education Certificate dated within the past 12 months;
- Zoning approval letter;
- Garage Liability Insurance Certificate/Accord Form;
- If Corporation/LLC, copies of Articles of Incorporation/Organization and Secretary of State filing;
- If Franchise, copy of franchise agreement(s);
- If Out of State Corporation or Company: NC Certificate of Authority is required;
- Manufacturers must also provide proof of registration with the National Highway Traffic Safety Administration (NHTSA) and example of Franchise Agreement

NORTH CAROLINA STATE HIGHWAY PATROL
INVESTIGATIVE SERVICES UNIT – DEALER SECTION
3129 MAIL SERVICE CENTER, RALEIGH NC 27697-3129

APPLICATION FOR NEW DEALER LICENSE OR CHANGES TO EXISTING LICENSE

☐ New License _____ Current/Original License Number_____ Additional Location (☐ Yes ☐ No)

☐ Name Change ☐ Address Change ☐ Dealer Modification (Excluding ISU-400B changes) ☐ For Record Only Change

The undersigned hereby applies for a license to engage in the business of buying, selling, or dealing in motor vehicles or offering or displaying motor vehicles for sale as provided by Article 12, Chapter 20 of the North Carolina General Statues and gives the following information.

1. Check which type of license being applied for: (All dealer licenses are issued for 2 years; fees below reflect the annual rate)

☐ Dealer License ($115.50) ☐ Wholesale Dealer License ($115.50) ☐ Factory Branch License ($167.25)

☐ Distributor License ($115.50) ☐ Manufacturer Dealer License ($250.50) ☐ Predetermination Hearing Fee ($45.00)

Ownership Type: ☐ Individual ☐ Partnership ☐ Limited Partnership ☐ Corporation ☐ LLC

2a. Complete Firm Name: _____

2b. DBA name(s). If operating with a different name, you must provide an assumed name filing:
(Assumed business names filed before December 1, 2017, expired on December 1, 2022, and must be renewed to stay active)

_____

3. Physical address: _____

City:_____ State:_____ Zip Code:_____ County:_____

Business Contact #: _____

Please note: A Post Office Box must be in the same city as the Dealership.

Mailing Address:_____

City:_____ State: _____ Zip Code: _____

Have you previously been issued a license as a manufacturer, factory branch, factory representative, distributor, distributor branch, or distributor representative? No ☐ Yes ☐ If yes, please explain below.

_____

_____

If you hold a franchise or manufacture, assemble or distribute motor vehicles, please provide the requested information below. **It is your responsibility to verify that the manufacturer you hold an agreement with is eligible to do business in North Carolina.** You must attach a copy of your franchise agreement.

MANUFACTURER/DISTRIBUTOR/WHOLESALER	ADDRESS	NC LICENSE NO.

4. Corporations/LLC Name (if other than firm name): _____

Date Incorporated/Filed: _____ State: _____

If not incorporated under Laws of North Carolina, are you in compliance with N.C.G.S. § 55-15.01? ☐ Yes ☐ No

A North Carolina Certificate of Authority must be filed for an out of State Corporation. Date Filed: _____

5. Print/type age, name, address and title of owner, partners, members (LLC) or officers (Corporation) below:

AGE	NAME	ADDRESS	TITLE
____	_____	_____	_____
____	_____	_____	_____
____	_____	_____	_____

6. If partnership, date of partnership: _____

7. If a corporation, as (title): _____ are you authorized to bind the corporation by your signature? ☐ YES or ☐ NO *Initial: _____

8. List additional locations within North Carolina owned by you at which motor vehicles are sold:
(Include additional pages or attachments as necessary)

_____

_____

9. **Qualifying Sales Representative:** A person who works at least 25 hours per week on a regular basis and is compensated by the dealer for his work.
How many qualifying sales representatives do you have employed _____

10. If a business is to be operated under any designation, name or style, other than the real name of the owner, or owners or under its corporate name, an "assumed" name must be filed with the Register of Deeds in the County in which the business is to be operated and proof of that filing must accompany this application. Is it attached?
☐ YES or ☐ NO

11. Applicant's home address during the past 5 years:
(Include additional pages or attachments as necessary)

_____

_____

12. State your previous businesses or occupations and addresses during the last 5 years. List firms or organizations and positions held, with dates: _____

_____

_____

_____

_____

_____

_____

13. **Retail.** An "established salesroom" as defined by N.C.G.S. § 20-286(6) means an office containing at least 96 square feet in a permanent enclosed building, with a sign in block letters not less than three (3) inches high designating the trade name of the business and at which a permanent business of trading, bartering and selling motor vehicles will be carried on in good faith. Does your office meet the requirements of an "established salesroom?" ☐ YES or ☐ NO

Wholesaler. An "established office" as defined by N.C.G.S. § 20-286(5a) means an office containing at least 96 square feet in a permanent enclosed building and is a place where the books, records and files required by the Division under this Article are kept. Does your office meet the requirements of an "established office?"
☐ YES or ☐ NO

Will the applicant in good faith carry on said business and keep and maintain the books, records and files which will be available at all reasonable hours for inspection by the members of the North Carolina State Highway Patrol?
☐ YES or ☐ NO

Please print full name of responsible individual: _____

14. If application is for a "used motor vehicle dealer license", has the applicant completed a 12-hour licensing course approved by the Division as required by N.C.G.S. § 20-288(A1) within the last twelve (12) months? ☐ YES or ☐ NO **If yes, attach the certificate.**

15. Will applicant keep a book of record of the purchase, sale or exchange, or receipt for the purpose of sale, of any motor vehicle, a description of such motor vehicle, together with the name and address of the seller, the purchaser and the alleged owner or other person from whom such motor vehicle was purchased or received or to whom it was sold or delivered, as the case may be? ☐ YES or ☐ NO

    Such description shall include the identification number, and such other numbers or identification marks as may be thereon and shall also include a statement that a number has been obliterated, defaced or changed, if such is the fact and shall be maintained for five (5) years.

16. Before a dealer's license can be issued, the location and type of business must be in compliance with all zoning ordinances or regulations. Have you determined from the proper authorities that your dealership and its location is in compliance with zoning ordinances or regulations? ☐ YES or ☐ NO **If yes, attach the approval letter.**

17. AS THE APPLICANT, I HEREBY CERTIFY THAT EACH PERSON LISTED IN ABOVE PARAGRAPGH 5:

    (1) Have been convicted of an offense set forth under N.C.G.S. § 14-71.2, 20-106.1, 14-160.4 or 20-112 within 5 years next preceding the date of filing the application. ☐ YES or ☐ NO *Initial: _____

    (2) Have been convicted of a crime: (a) possibly related to the prospective duties of the applicant as a licensee; or (b) violent or sexual in nature and responsibilities for holding a sales representative license; or (b) violent or sexual in nature. ☐ YES or ☐ NO *Initial: _____

    (3) Have previously been denied or had a license issued under the Dealer Licensing Act that was suspended or revoked. ☐ YES or ☐ NO *Initial: _____

    (4) I am familiar with and will comply with all the laws and regulations governing the conduct of motor vehicle dealers or sales representatives and will cooperate with the Division and NCSHP in administering the North Carolina Motor Vehicle Dealers and Manufacturers Act. The information and certifications contained in this application are true and correct to the best of our/ my knowledge and belief. ☐ YES or ☐ NO *Initial: _____

In reviewing an application, the Division may only deny an application based on a conviction under the requirements of N.C.G.S. § 20-294 and N.C.G.S. § 93B-8. Upon review of the application where the applicant has a criminal conviction, the Division shall consider:

(1) The level and seriousness of the crime.

(2) The date of the crime.
(3) The age of the individual at the time of the crime.
(4) The circumstances surrounding the commission of the crime, if known.
(5) The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.
(6) The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed.
(6a) The completion of, or active participation in, rehabilitative drug or alcohol treatment.
(6b) A Certificate of Relief granted pursuant to G.S. 15A-173.2.
(7) The subsequent commission of a crime by the applicant.
(8) Any affidavits or other written documents, including character references.

If you answered "YES" to questions (1), (2) or (3) above indicating that you have such a conviction, you may attach any information relevant for the Division to consider in reviewing your application. Such information can include, but not be limited to, the considerations listed above in (1) through (8) that the Division shall consider.

Any material misstatement on this application and/or other grounds besides convictions listed under N.C.G.S. § 20- 294 may authorize the denial of the application.

If the Division denies an application based on a conviction, the applicant may appeal the denial under the procedures set forth under N.C.G.S. § 20-300 and Article IV of Chapter 150B. If the Division denies an application based on the remaining provisions of N.C.G.S. § 20-294, the applicant may seek an administrative hearing under N.C.G.S. § 20-296.

18. Have you or any member/officer of this partnership, corporation or LLC, completed or is currently enrolled in a rehabilitated drug or alcohol treatment program? ☐ YES or ☐ NO If yes, please provide proof.

19. Have you or any member/officer of this partnership, corporation or LLC, ever been refused, or had a dealer's license certificate revoked or suspended? ☐ YES or ☐ NO If yes, attach a statement giving facts and/or Official Hearing Decision order granting you a license.

20. List below the designee or individual who is responsible for the day-to-day operation of the dealership. The individual designated must be of good character and have a reputation for honesty. The named individual is responsible for the acts of all sales representatives employed by you while acting as your agent.

    Full Printed Name:_____ Title:_____

    Driver's License No.:_____ State:_____

    Street Address:_____

    City:_____ State:_____ Zip:_____

21. N.C.G.S. § 20-290 requires a motor vehicle dealer to specify the location of each place of business occupied or to be occupied. After having been issued a license and you plan to relocate or terminate your business, will you notify the North Carolina State Highway Patrol prior to relocating or terminating such business? ☐ YES or ☐ NO

22. Will applicant have in their possession a duly assigned certificate of title from the owner of each motor vehicle in accordance with the provisions of Chapter 20 of North Carolina General Statutes from the time when the motor vehicle is delivered to him until it has been disposed of by him? ☐ YES or ☐ NO

23. Will applicant see to it that all motor vehicles in his possession are operated with proper license plates attached? ☐ YES or ☐ NO

24. Will applicant comply with the laws and regulations governing the use of dealer license plates and dealer transporter plates? ☐ YES or ☐ NO

25. Is applicant familiar with provisions of applicable laws and Dealer Rules and Regulations? ☐ YES or ☐ NO

26. Prior to the issuance or renewal of a motor vehicle dealer, manufacturer, distributor, distributor branch, factory branch or wholesaler license, the applicant must have on file with the NC State Highway Patrol, a surety or cash bond in the amount of $50,000 or the equivalent thereof. Is the original signed bond attached? ☐ YES or ☐ NO

27. If application is for an additional location, applicant must have on file with the Commissioner of Motor Vehicles a surety or cash bond in the amount of $25,000 for the fixed equivalent thereof. Is the original signed bond attached? ☐ YES or ☐ NO

N.C.G.S. § 93B-2 requires the Division to track and report to the Secretary of State, the Attorney General, Military & Veteran's Affairs, and the Joint Legislative Administrative Procedure Oversight Committee, an annual report containing the following information:

28. Is the owner, partners, or any members of the corporation, listed on this application, active-duty military, a military veteran, or a military spouse? ☐ YES or ☐ NO

If yes, complete the below information:

Name	Active-Duty Military	Military Veteran	Military Spouse
	☐ YES or ☐ NO	☐ YES or ☐ NO	☐ YES or ☐ NO
	☐ YES or ☐ NO	☐ YES or ☐ NO	☐ YES or ☐ NO
	☐ YES or ☐ NO	☐ YES or ☐ NO	☐ YES or ☐ NO
	☐ YES or ☐ NO	☐ YES or ☐ NO	☐ YES or ☐ NO
	☐ YES or ☐ NO	☐ YES or ☐ NO	☐ YES or ☐ NO
	☐ YES or ☐ NO	☐ YES or ☐ NO	☐ YES or ☐ NO
	☐ YES or ☐ NO	☐ YES or ☐ NO	☐ YES or ☐ NO
	☐ YES or ☐ NO	☐ YES or ☐ NO	☐ YES or ☐ NO
	☐ YES or ☐ NO	☐ YES or ☐ NO	☐ YES or ☐ NO
	☐ YES or ☐ NO	☐ YES or ☐ NO	☐ YES or ☐ NO

Please see the next page for the required certification.

CERTIFICATION

I certify as proprietor, partner, or corporate officer of this firm, I have authority to sign and submit this application and the statements contained therein are true and correct. I further certify on behalf of said firm, including myself, that every owner, partner or corporate officer is familiar with the North Carolina Motor Vehicle Dealers and Manufacturers Licensing Law and with other North Carolina laws governing the conduct and operation of the business for which license is sought; and will comply with the provisions of these laws and with all North Carolina Dealer Rules and Regulations; and further, will cooperate with the North Carolina State Highway Patrol in eliminating fraudulent sales, the employment of fraudulent sales, the employment of fraudulent devices, methods or practices, unfair competition, deceptive or misleading advertising and particularly the advertisement for sale of used motor vehicle as new motor vehicles.

Complete Firm Name:_____ Date:_____

Signature:_____ Title:_____

Print Name:_____

ACKNOWLEDGEMENT

Signature of Applicant:_____ Date:_____

County:_____ State_____

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

_____(Name(s) of principal(s))

Notary Signature:_____ Notary Printed or Typed Name:_____

(SEAL) My Commission Expires:_____

FEES AND INSURANCE CERTIFICATION

This is to certify that I have garage liability insurance with _____policy no._____ as required by the North Carolina Financial Responsibility Act of 1957 and certify that there has not been a license plate revocation. A copy of your garage liability certificate must be attached.

Dealer License Certificate- $ _____ x 2 years = $_____

Quantity of first 5 plates _____x Plate fee of $46.25/year + RTA Fee (if applicable, see below) $_____=$_____

Quantity of additional dealer plates _____x Plate fee of $23.13/year + RTA Fee (if applicable) $_____=$_____

Quantity of dealer transporter plates _____x Plate fee of $23.13/year + RTA Fee (if applicable) $_____=$_____

Regional Transit Authority (RTA) Tax Fees – In counties where a special tax has been authorized, an additional fee for each plate per year will be due as indicated:

Wake, Orange, and Durham Counties: $17.00 per plate/year. Randolph County: $1.00 per plate/year

Number of Sales Representative applications (ISU-426) attached _____x $25.50/year/individual = $_____

Number of Temporary Marker sets requested _____at $25.00 per set of 25 = $_____

TOTAL FEES PAID: $_____

DEALER NUMBER: _____

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MOTOR VEHICLE DEALER SURETY BOND

BOND NUMBER: _____ **EFFECTIVE DATE:** _____ **TIME:** _____ A.M.

KNOW ALL MEN BY THESE PRESENTS: That we, _____
(Full Legal Firm Name As Licensed)

doing business at _____

as Principal and _____
as Surety are duly authorized to do business within the State of North Carolina, as surety, are held and firmly bound to indemnify any person who may be aggrieved by fraud, fraudulent representation or violation by said principal or sales representatives acting for such principal within the scope of the employment of such sales representatives of any of the provisions of Articles 12 and 15 of Chapter 20 of the North Carolina General Statutes in the amount of fifty thousand dollars ($50,000) and twenty-five thousand dollars ($25,000) for each additional place of business within this State at which motor vehicles are sold, lawful money of the United States of America, for payment of which we bind ourselves, jointly and severally, our joint and several heirs, executors, administrators, successors and assigns; provided that the aggregate liability under this bond shall not exceed _____ thousand dollars ($ _____) for each license year for which the bond is effective.

WHEREAS, the Principal desires that a motor vehicle dealer's license be issued and thereafter reissued from time to time by North Carolina State Highway Patrol; and

WHEREAS, the bond executed by the Principal and Surety is filed with the North Carolina State Highway Patrol in compliance with N.C.G.S. § 20-288(e), to enable the Principal to obtain a license from the North Carolina State Highway Patrol under the provisions of that law.

NOW, THEREFORE, this bond is conditioned on the Principal's promise to faithfully conform to and abide by the provisions of Articles 12 and 15 of Chapter 20 of the North Carolina General Statutes.

This bond may not be canceled by the Surety unless: (1) the principal has terminated the operations or its business or its license has been denied, suspended or revoked under N.C.G.S. § 20-294; (2) there is a nonpayment of the premium in accordance with the terms for the issuance of the surety bond and the Surety has complied with the requirements of N.C.G.S. § 20-288(f); or (3) an act or omission by the license holder or his representative that constitutes a substantial and material misrepresentation or nondisclosure of a material fact in obtaining the surety bond or renewing the bond and the Surety has complied with the requirements of N.C.G.S. § 20-288(f). The Surety may refuse to renew a surety bond by providing written notice of non-renewal to the license holder and to the Commissioner not less than 30 days prior to the premium anniversary date of the surety bond under the requirements of N.C.G.S. § 20-288(g). Cancellation under (1), (2), and (3) may be had only upon 30-days written notice to the Commissioner of Motor Vehicles by the Surety and shall not affect any liability incurred or accrued prior to the termination of such 30-day notice period. Cancellation for nonpayment of premium under (2) is not effective if the amount due is paid before the effective date set forth in the notice of cancellation required under the guidelines set forth in N.C.G.S. §20-288(f). The non-renewal of a surety bond shall not affect any liability incurred or accrued prior to the premium anniversary date of the surety bond.

_____ _____
(PRINCIPAL) (SURETY)

BY: _____ _____
(TITLE) (ADDRESS)

BY: _____
(TITLE)

NORTH CAROLINA STATE HIGHWAY PATROL

INVESTIGATIVE SERVICES UNIT – DEALER SECTION

3129 MAIL SERVICE CENTER, RALEIGH, NC 27697

APPLICATION FOR DEALER PLATES

Dealer plates are issued for two (2) years to align with the expiration of the dealer licenses. Reference Session Law 2025-22 (House Bill 421).

DEALER LICENSE NUMBER: _____ EXPIRATION DATE: _____

(A) DEALER PLATES. Use the following worksheet to calculate plate fees. The first five (5) plates renewed and/or issued are $46.25 per plate per year. Additional plates renewed and/or issued are $23.13 per plate per year.

NOTE: The ISU-418 (Affidavit) determines the number of plates your Dealership is eligible for. The Regional Transportation Authority (RTA) Tax are calculated as follows:

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

1. Number of Dealer Plates indicated on **ISU-419** for renewal and/or replacement:_____

2. Additional/New Dealer plates requested. **(Enter quantity beside each type of plate requested)**

_____Independent Dealer _____Franchise Dealer _____Motorcycle Plate _____Exempt Trailer

_____Manufacturer Plate _____Motorcycle Manufacturer

3. Quantity of Dealer plates (up to five) _____x $**46.25 each/year** + Transit Tax $_____= Total Fee $_____

4. Quantity of additional Dealer plates _____x $**23.13 each/year** + Transit Tax $_____= Total Fee $_____

(B) DEALER TRANSPORTER PLATES

5. Number of Dealer Transporter plates indicated on **ISU-419** for renewal and/or replacement: _____

6. Number of Additional/New Dealer Transporter plates requested: _____

7. Total Dealer Transporter plates _____x $**23.13 each/year** + Transit Tax $_____= Total Fee: $_____

(C) LOANER DEALER PLATES. Only Franchise Dealerships are eligible to obtain these plates.

8. Number of Loaner Dealer plates indicated on **ISU-419** for renewal and/or replacement:_____

9. Number of Additional/New Loaner Dealer plates requested: _____

10. Total Loaner Dealer plates _____x $**200.00 each/year** + Transit Tax $_____= Total Fee: $_____

11. Late fee per plate within one month of expiration. Number of plates _____X $15.00 Late Fee: $_____
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

12. Add lines 3, 4, 7, 10 and 11**= GRAND TOTAL $_____**
(Enter total on ISU-403, ISU-403A or ISU-400)

FEES: $25.50 per applicant per year

NORTH CAROLINA STATE HIGHWAY PATROL

INVESTIGATIVE SERVICES UNIT – DEALER SECTION

3129 MAIL SERVICE CENTER, RALEIGH, NC 27697-3129

APPLICATION FOR SALES REPRESENTATIVE LICENSE

1. APPLICANT INFORMATION.

Please print legibly. Illegible forms will not be processed. Use complete legal name as it appears on your Driver's License/ID Card.

Applicant Name:_____ Driver's License State / Number: _____ / _____

Physical Address: _____

City:_____ State:_____ Zip:_____

Birthdate:_____ Race:_____ Weight:_____

Hair Color: _____Sex:_____ Height:_____ Eye Color:_____

☐ Dealer Sales Representative ☐ Distributor Sales Representative ☐ Factory Representative

2. ENDORSEMENT BY EMPLOYER. AS EMPLOYER I UNDERSTAND THAT I AM RESPONSIBLE FOR THE ACTS OF ALL SALES REPRESENTATIVES EMPLOYED BY ME WHILE ACTING AS MY AGENT.

Business Name: _____ Dealer License Number: _____

Address: _____

Printed Name of Employer:_____

Signature of Employer:_____ Date:_____

3. AS THE APPLICANT, I HEREBEY CERTIFY THAT:

(1) I have been convicted of an offense set forth under N.C.G.S. § 14-71.2, 20-106.1, 14-160.4 or 20-112 within 5 years next preceding the date of filing the application. ☐ **Yes** or ☐ **No** (*mark one*) ***Initial:** _____

(2) I have been convicted of a crime: (a) possibly related to the duties and responsibilities for holding a sales representative license; or (b) violent or sexual in nature. ☐ **Yes** or ☐ **No** (*mark one*) ***Initial:** _____

(3) I have previously been denied or had a license issued under the Dealer Licensing Act that was suspended or revoked. ☐ **Yes** or ☐ **No** (*mark one*) ***Initial:**_____

(4) I am familiar with and will comply with all the laws and regulations governing the conduct of motor vehicle dealers or sales representatives and will cooperate with the Division and the North Carolina State Highway Patrol in administering the North Carolina Motor Vehicle Dealers and Manufacturers Act. The information and certifications contained in this application are true and correct to the best of my knowledge and belief. ☐ **Yes** or ☐ **No** (*mark one*) ***Initial:**_____

In reviewing an application, the Division may only deny an application based on a conviction under the requirements of N.C.G.S. § 20-294 and N.C.G.S. § 93B-8.1. Upon review of the application where the applicant has a criminal conviction, the Division shall consider:

(1) The level and seriousness of the crime.
(2) The date of the crime.
(3) The age of the individual at the time of the crime.

Requirements continued.

(4) The circumstances surrounding the commission of the crime, if known.

(5) The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.

(6) The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed.

(6a) The completion of, or active participation in, rehabilitative drug or alcohol treatment.

(6b) A Certificate of Relief granted pursuant to G.S. 15A-173.2.

(7) The subsequent commission of a crime by the applicant.

(8) Any affidavits or other written documents, including character references.

If you answered "YES" to questions 3(1), 3(2), or 3(3) above indicating that you have such a conviction, you may attach any information relevant for the Division to consider in reviewing your application. Such information can include, but not be limited to, the considerations listed above in (1) through (8) that the Division shall consider.

Any material misstatement on this application and/or other grounds besides convictions listed under N.C.G.S. § 20-294 may authorize the denial of the application.

If the Division denies an application based on a conviction, the applicant may appeal the denial under the procedures set forth under N.C.G.S. § 20-300 and Article IV of Chapter 150B. If the Division denies an application based on the remaining provisions of N.C.G.S. § 20-294, the applicant may seek an administrative hearing under N.C.G.S. § 20-296.

N.C.G.S. § 93B-2 requires the Division to track and report to the Secretary of State, the Attorney General, Military & Veteran's Affairs, and the Joint Legislative Administrative Procedure Oversight Committee, an annual report containing the following information:

Is the applicant, listed on this application, active-duty military, a military veteran, or a military spouse?
☐ **Yes or** ☐ **No** (*mark one*)

If **yes**, complete the information below:

I am Active-Duty Military	I am a Military Veteran	I am a Military Spouse
☐ **Yes or** ☐ **No** (*mark one*)	☐ **Yes or** ☐ **No** (*mark one*)	☐ **Yes or** ☐ **No** (*mark one*)

Signature of Applicant:_____ Date:_____

County: _____ State: _____

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

_____(Name(s) of principal(s)).

Notary Signature _____ Notary Printed or Typed Name _____

(SEAL) My Commission Expires _____

NORTH CAROLINA STATE HIGHWAY PATROL

INVESTIGATIVE SERVICES UNIT – DEALER SECTION

3129 MAIL SERVICE CENTER, RALEIGH, NC 27697

60 DAY TEMPORARY TAG ORDER FORM

FEES: $25.00 PER SET OF 25 TEMPORARY TAG AND BOOK SET – $50.00 MINUMUM PER DEALERSHIP IF ORDERED BY MAIL*

☐ I would like to order_____set(s) of 25 Temp. tags for **automobiles/trailers** at $25.00 each =$_____

☐ I would like to order_____set(s) of 25 Temp. tags for **motorcycles** at $25.00 each = $ _____

Dealer License Number:_____ Dealer Name**:**_____

Address:_____

Markers can only be shipped via overnight SHP traceable packaging to the physical address on record with the Dealer Section –unless picked up. **We do not accept prepaid shipping labels.**

Phone Number: (_____) _____

Printed Name: _____Title:_____

Signature:_____ Date:_____

ACKNOWLEDGEMENT

Date: _____ County: _____ State: _____

I certify that the following person personally appeared before me this day, acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: _____(Name of principal).

Notary Signature _____ (SEAL)

Notary Printed Name_____

My Commission Expires _____

***Order Information**

- Temporary tags cannot be ordered by telephone. They must be ordered by mail, picked up in person at any License Plate Agency or the NCSHP Investigative Services Unit – Dealer Section in Raleigh or Huntersville.
- A minimum order of $50.00 (2 sets) is required for all mail orders. Single sets can be purchased in person.
- Forms of payment: By mail – company check, cashier's check or money order. In person – company check from the dealership, credit/debit card, money order or cashier's check. **Credit/debit card payments are accepted by an authorized dealership representative in person. Checks made to: NCDMV.**
- You must submit completed ledger pages from the back of each receipt book. **Only send the white original ledger sheets. You are required to retain the receipt book at your dealership for at least one (1) full year from the last tag issue date.**
- Completed ledger sheets can be mailed with or without an additional order to:
  NCSHP Investigative Services Unit– Dealer Section
  3129 Mail Service Center
  Raleigh, NC 27697