MV-349 (11-25)

Pennsylvania
Department of Transportation

BMV Fees

APPLICATION FOR VEHICLE DEALER REGISTRATION PLATES FOR DEALERS LICENSED BY DEPARTMENT OF STATE

(The space above is for Department use only)
Bureau of Motor Vehicles • P.O. Box 68283 • Harrisburg, PA 17106-8283
Turnkey Date:_____/_____/_____

CHECK (✓) ALL APPLICABLE:

☐ New Application ☐ Change of Name ☐ Add Branch Lot ☐ 911 Address Change
☐ Change of Address ☐ Change in Officers ☐ Change of Owner

Dept. of State Use Only (VD Lot License #)

TYPE OF DEALERSHIP YOU ARE APPLYING FOR:

☐ Manufacturer ☐ New Vehicle ☐ Used Vehicle ☐ Motorcycle ☐ New Trailer Dealer ☐ Mobile Home Dealer
(**NOTE:** Request for Dealer/Business Partner ID# Only.)

NOTE: See instructions for documents that must accompany this application.

A NAME AND ADDRESS OF BUSINESS - Exactly as registration is to be issued.

Name	Federal ID#	State Sales Tax #
Street Address (Principal Place of Business)		List DIN/Bus. Partner ID#

City	County	State	Zip Code
Business Phone Number	Alternate Phone # of President or Controlling Partner		

B TYPE OF BUSINESS - Check (✓) One.

☐ Sole Proprietorship ☐ Partnership ☐ Corporation

This Location is - Check (✓) One.

☐ Owned ☐ Leased

C LIST ALL OWNERS, PARTNERS OR CORPORATE OFFICERS (Home Address)

1. Name	Date of Birth	Title	Driver's License #
Email Address	Phone Number		Fax Number
Street Address	City	State	Zip Code
2. Name	Date of Birth	Title	Driver's License #
Email Address	Phone Number		Fax Number
Street Address	City	State	Zip Code
3. Name	Date of Birth	Title	Driver's License #
Email Address	Phone Number		Fax Number
Street Address	City	State	Zip Code

D LIST OTHER BUSINESSES AT THIS LOCATION

E INDICATE NUMBER OF REGISTRATION PLATES YOU ARE APPLYING FOR IN THE SPACE PROVIDED BESIDE THE APPROPRIATE CLASSIFICATION

Each plate type below has a one year or two year registration fee. For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv or scan the QR code on the front of this application.

Registration Plates							Registration Cards				
Registration Plate Type	# of Plates Requested		Registration Fee		Plates Subtotal		# of Duplicates Requested		Registration Card Fee		Reg. Cards Subtotal
Manufacturer Plates (MS)		X		=	$	+		X	$2.00	=	$
Motorcycle Dealer Plates (MZ)		X		=	$	+		X	$2.00	=	$
New Trailer Dealer Plates (MY)		X		=	$	+		X	$2.00	=	$
New Vehicle Dealer Plates (MS)		X		=	$	+		X	$2.00	=	$
Special Purpose Dealer Plates (MX)		X		=	$	+		X	$2.00	=	$
Used Vehicle Dealer Plates (MT)		X		=	$	+		X	$2.00	=	$

Registration Plates Subtotal: $
+ Reg. Cards Subtotal: $
= Total Fees Due: $

NOTE: Dealer registration plates may be renewed for one or two-year periods.
All dealer registration plates listed must have the same expiration date.

Provide explanation below on how each of these registration plates will be used.

_____

_____

_____

_____

1. How many vehicle sales persons are employed by this business? _____

2. How many vehicle sales are projected each month? _____

3. How many dealer plates will be used for personal use? _____

4. How many dealer plates will be used for loaner vehicles? _____

5. How many dealer plates will be used for teaching students enrolled in a driving school? _____

F **PLEASE LIST THE TYPE OF VEHICLES YOU INTEND TO SELL -** Cars, Trucks, Motorcycles, Trailers (over 3,000 lbs.), Mobile Homes, etc. **Please indicate new or used.**

_____

_____

_____

_____

G **INSURANCE INFORMATION -** Refer to #5 in instructions for required proof of insurance.

Insurance Company Name: _____

Agent Name: _____ Agent Phone Number: _____

NAIC Number: _____ Policy Number: _____

Effective Date: _____ Expiration Date: _____

H **AGENT SERVICES REQUIREMENTS**

Do you want to issue temporary registration plates?

☐ YES ☐ NO If yes, see agent service application requirements located in Pub 459, "Requirements on Becoming a Dealer." Pub 459 can be found on our website at www.dmv.pa.gov.

I **ADDITIONAL INFORMATION**

1. Is this application a change of ownership or was this location previously a vehicle dealership?

   ☐ YES ☐ NO If yes, explain and list name of dealership and Dealer/Business Partner Identification Number if known.

   _____

   Please list DIN/Business Partner Identification Number: _____

2. Has this business or the owners, partners or officers thereof ever been registered as a dealer, miscellaneous motor vehicle business or issuing agent in this or any other state?

   ☐ YES ☐ NO If yes, list name(s), location(s), and Dealer/Business Partner Identification Number(s).

   _____

3. Have any owners, partners or corporate officers of this business ever been affiliated with a dealership, miscellaneous motor vehicle business, messenger service or full agent whose registration was suspended, cancelled or revoked or is currently under investigation or notice to attend a departmental or court hearing or is awaiting a decision by a hearing officer of a court?

   ☐ YES ☐ NO If yes, explain: _____

   _____

4. Do any owners, partner, corporate officer or any business with which they were previously affiliated, have any outstanding liabilities which are due and owing to the commonwealth including but not limited to taxes, fees, monetary penalties or outstanding registration plates or paperwork?

   ☐ YES ☐ NO If yes, explain: _____

   _____

5. Have any owners, partners or corporate officers of this business ever been convicted or administratively sanctioned for violations of department regulations or Chapters 11, 13 or 23 of the Pennsylvania Vehicle Code or Title 18 of the Crimes Code?

☐ YES ☐ NO If yes, explain: _____

_____

6. Have any owners, partners or corporate officers of this business ever been convicted of a felony or misdemeanor?

☐ YES ☐ NO If yes, explain: _____

_____

7. Have any owners, partners or corporate officers of this business ever remitted uncollectible checks payable to any agency of the Commonwealth of Pennsylvania?

☐ YES ☐ NO If yes, explain: _____

_____

8. Have any owners, partners or corporate officers filed bankruptcy within the past 7 years?

☐ YES ☐ NO If yes, explain: _____

_____

J MISCELLANEOUS INFORMATION

1. Does your business location meet all local zoning and land use ordinances and building codes? ☐ YES ☐ NO
2. Does your business meet ADA accessibility requirements? ☐ YES ☐ NO
3. Have all owners, partners and officers read and understood Chapter 53 of Title 67 (Manufacturer, Dealer and Motor Vehicle Business Registration Plates) and Chapters 11, 13 and 23 of the Vehicle Code? ☐ YES ☐ NO

K VEHICLE OWNER'S SELF-CERTIFICATION

I/We declare under penalty of perjury under the law of the Commonwealth of Pennsylvania, that the foregoing is true and correct, and that application was made for the above product.

Furthermore, I/we state that I/we have read and signed this application after its completion, and I/we swear or affirm that the statements made herein are true and correct, and that any statement made on or pursuant to this application is subject to the penalties of 18 Pa.C.S. Section 4904 (relating to unsworn falsification), which include criminal prosecution and a term of imprisonment, the maximum of which may be one year [18 Pa.C.S. 4904(b)], or up to two years[18 Pa.C.S. 4904(a)]. In addition to any other penalty, a person convicted under this section shall be sentenced to pay a fine of at least $1,000 [18 Pa.C.S. 4904(d)].

Signed on the _____ day of _____, _____at _____, _____.
(county or other location, and state) (country)

_____ _____
Printed Name of Authorized Signer Signature of Authorized Signer

_____
Title of Authorized Signer

Application for Vehicle Dealer Registration Plates
INSTRUCTIONS FOR COMPLETING MV-349

1. This form requires a fee. Please review the instructions below carefully prior to submitting the application. For a complete listing of motor vehicle fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees," found on our website at www.pa.gov/dmv or scan the QR code on the front of this application.
2. All information must be typed in full. List name of business exactly as dealer registration is to be issued. Address must be the physical street address. A Post Office Box may be used in addition to the street address. Include business phone and home phone numbers. The license issued will be valid only at the business address listed on this application.
3. Check appropriate box for type of business and if location is owned or leased.
4. List all owners, partners or corporate officers and their titles. Additional sheets of paper may be used, if necessary.
5. List other businesses at the same location
6. The authorized person's signature(s) must be self-certified in Section K.
7. Dealer registration plates may be personalized. Should you choose to personalize your dealer registration plate, please complete and attach Form MV-904D, "Application for Personalized Dealer Registration Plate," to this application. **NOTE:** There is an additional fee required with personalization requests.

DOCUMENTS THAT MUST ACCOMPANY THIS APPLICATION

1. The bond prescribed by Title 75, Section 1335, on PennDOT Form MV-375, "Manufacturer/Dealer/Full Agent/Card Agent/Messenger Service/Salvor Bond," does not apply to applications for Mobile Home Dealers who are requesting Dealer Identification Numbers only.
2. Include an original criminal history record (SP 4-164) obtained from the Pennsylvania State Police (not a copy) for each owner, partner or corporate officer.

   Note: If an individual owner officer, or employee is a resident of a state other than Pennsylvania, then a criminal background check from their state of residence shall also be provided.
3. Include photographs of the interior and exterior of the business which clearly show the business office work area and business identification signs.
4. A check made payable to the Commonwealth of Pennsylvania for payment of the Motor Vehicle Transaction Recovery Fund fee. This does not apply to applications for Mobile Home Dealers who are requesting Dealer Identification Numbers only.
5. A copy of the front and back of a government issued photo identification credential for each owner, partner or corporate officer.
6. When PennDOT issues a dealer registration plate, a copy of one of the following acceptable proofs of insurance must be submitted. In addition, Title 67, Chapter 53.3(b)(iii) requires a certificate of insurance or a statement from an insurance carrier authorized to do business in this commonwealth, on its letterhead, that indicates the applicant has sufficient liability insurance to cover as many vehicles as the number of registration plates applied for.
   A. An insurance identification card;
   B. The declaration page of insurance policy or a copy thereof;
   C. A copy of a valid binder of insurance which contains all of the information required to appear on the I.D. card, excluding the policy number, and is signed by a licensed insurance agent or broker; or,
   D. A copy of application for insurance to the Pennsylvania Automobile Insurance Plan (PAIP) which contains all of the information required to appear on the I.D. card, excluding the policy number, and is signed by a licensed insurance agent or broker.
7. Appropriate fee for number of dealer registration plates requested. **Payment is to be made by check or money order payable to Commonwealth of Pennsylvania. DO NOT SEND CASH**.
8. Copy of deed/lease or rental agreement.

Mail all completed forms to: PennDOT, Bureau of Motor Vehicles, P.O. Box 68283, Harrisburg, PA 17106-8283.