



BMV Fees

**APPLICATION FOR VEHICLE DEALER REGISTRATION
PLATES FOR VEHICLE DEALERS NOT REQUIRED
TO BE LICENSED BY THE DEPARTMENT OF STATE**

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

CHECK (✓) ALL APPLICABLE:

- New Application Change of Name Change of Address 911 Address Change Change in Officers Change of Owner

TYPE OF MISCELLANEOUS MOTOR VEHICLE BUSINESS YOU ARE APPLYING FOR:

- Utility Trailer Dealer Moped Dealer Special Mobile Equipment Dealer
 Modular Home Manufacturer - **NOTE:** Application for identification number only. Multi-Purpose Dealer registration plates are available upon request by using Form MV-326. Farm Equipment Dealer - **NOTE:** Application for identification number only. Farm Equipment Dealer registration plates are available upon request using Form MV-377.

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

A NAME AND ADDRESS OF BUSINESS - Exactly as registration is to be issued.			
Full Name		Federal ID #	State Sales Tax #
Street Address (Principal Place of Business)		Dealer/Business Partner ID#	
City	County	State	Zip Code
Business Phone Number		Home Phone Number of President or Controlling Partner	

B TYPE OF BUSINESS - Check (✓) One.	THIS LOCATION IS - Check (✓) One.
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	<input type="checkbox"/> Owned <input type="checkbox"/> 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	Fee	Reg. Cards Subtotal
Moped Dealer (MPD)	X	= \$		X	= \$	
Special Mobile Equipment Dealer (TD)	X	= \$		X	= \$	
Utility Trailer Dealer (UTY)	X	= \$		X	= \$	
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 on how each of these registration plates will be used. _____

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 #6 in instructions for required proof of insurance.

Insurance Company Name: _____

Agent Name: _____ Agent Phone Number: _____

NAIC Number: _____ Policy Number: _____

Effective Date: _____ Expiration Date: _____

H TEMPORARY REGISTRATION PLATES

Do you want to issue temporary registration plates?

YES NO

If yes, refer to PUB 459, "Requirements on Becoming a Dealer."

I ADDITIONAL INFORMATION

1. Was this location previously a vehicle dealership?

YES NO

If yes, please list name of dealership and dealer identification number if known.

Dealer/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, explain:

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 or a court?

YES NO If yes, explain:

4. Do any owners, partners or corporate officers 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 plates or paperwork?

YES NO If yes, list:

5. Have any owners, partners or corporate officers of this business ever been convicted or administratively sanctioned for violations of PennDOT regulations or Chapters 11, 13 or 23 of the 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 Pennsylvania Vehicle Code? YES NO

K UNSWORN DECLARATION

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).

NOTE: When business is discontinued, dealer registration plates and registration cards must be returned to PennDOT within 5 days. If the business has moved to another location, PennDOT must be notified within 10 days of the change. A completed Form MV-369, if appropriate, photographs of the new location, and a rider to the bond showing the change of address must accompany this

Printed Name of Authorized Signer Title Authorized Signature Date

Printed Name of Authorized Signer Title Authorized Signature Date

Printed Name of Authorized Signer Title Authorized Signature Date

INSTRUCTIONS FOR COMPLETING Form MV-369

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 the [Driver and Vehicle Services](#) website 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 telephone and home telephone numbers. The license issued will be valid only at the business address listed on this application.
3. Check appropriate box for the type of business and if location is owned or leased.
4. List all owners, partners or corporate officers. Their official titles are required. Additional sheets may be used if necessary.
5. List other businesses at the same location.
6. Answer each question and provide all information requested.
7. Section K must be signed and self-certified by the applicant(s).
8. 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 to apply for personalized dealer. **NOTE:** There is an additional fee required with personalization requests.

DOCUMENTS THAT MUST ACCOMPANY THIS APPLICATION

1. Include photographs of the interior and exterior of the business which clearly show the business office work area and business identification signs.
2. The bond prescribed by Title 75, Section 1335, PennDOT [Form MV-375 "Manufacturer/Dealer/Full Agent/Card Agent/Messenger Service/Salvage Bond,"](#) if application is for Utility Trailer, Special Mobile Equipment Dealer or Moped Dealer.
3. 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.
4. A check payable to the Commonwealth of Pennsylvania for payment of the Motor Vehicle Transaction Recovery Fund fee if application is for Utility Trailer, Special Mobile Equipment Dealer or Moped Dealer.
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 plates applied for.
 - a. An insurance identification card;
 - b. The declaration page of an 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) containing 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 the number of dealer plates requested.
8. Copy of deed/lease or rental agreement.

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