

## Licensing Checklist

The process can be broken down into three steps:

- ü Dealer Class, Practice Exam & Certificate
- ü Getting your bond & submitting an Application
- ü Final location inspection by your DMV Inspector

Here is a list of everything:

- Dealer Education School, Call TriStar Motors 800 - 901 - 5950 and to attend obtain your Certificate.
- Register On-Line at [www.gotplates.com](http://www.gotplates.com)

Everyone must take the New Dealer Class,  
[http://www.dmv.ca.gov/pubs/vctop/d05/vc11704\\_5.htm](http://www.dmv.ca.gov/pubs/vctop/d05/vc11704_5.htm)

- Obtain the DMV Inspector's number for your area and leave a message to schedule the examination.  
The DMV website @ [www.dmv.ca.gov](http://www.dmv.ca.gov)

Then from the dmv website, [www.dmv.ca.gov](http://www.dmv.ca.gov), the student must find the:

list of DMV inspectors,  
[http://www.dmv.ca.gov/fo/inspector\\_office.htm](http://www.dmv.ca.gov/fo/inspector_office.htm)

application for dealers license,  
<http://www.dmv.ca.gov/vehindustry/ol/forms/vehicledealer.htm>

list of registration forms,  
<http://www.dmv.ca.gov/forms/formsreg.htm>

- Pay \$ 16. and pass the DMV exam.

When you have studied and are prepared for the DMV dealer examination the student will make an appointment with the DMV Inspector. The student will need to take their:

CA photo ID & TriStar issued DMV Certificate of Completion.

The DMV dealer test is 30 minutes long, 40 questions, multiple choice.

The student must get 28 correct out of 40, 70%, and three chances are allowed on one certificate.

If the student does not pass, TriStar supplemental training is always FREE.

If the student fails the test three times, TriStar will make a full refund.

- Choose the Name, Location and Type of dealership.

Once the testing is complete the student begins to build the business.

Every dealer needs to choose a name of the dealership and a location.

Every dealer MUST have an office.

Every dealer needs to choose the type of dealership and vehicle type with endorsements.

Dealer types: Retail or Wholesale Only  
( Retail includes Wholesale )

Vehicle Types: A/C cars and trucks  
M/C motorcycles  
ATV all terrain vehicles  
MH motorhome  
Rec T recreational trailer  
Trl trailer  
SM snowmobile

Endorsements: AutoBroker

- Obtain the Zoning Verification Letter.

Every dealer must have their location zoning approved, using the proper DMV form, by the local planning authority for the office location.

The proper zoning form: <http://www.dmv.ca.gov/forms/ol/ol902.pdf>

- File a Fictitious Name Statement with the county clerk and have it published in a local paper.

The dealer must file a Fictitious Name Statement with the county clerk of jurisdiction for the office location.

A list of California county websites:  
<http://www.csac.counties.org/default.asp?id=7>

- Obtain a Surety Bond in the amount of \$ 50,000.  
Wholesale & less than 25 cars/ year then \$ 10,000.

The surety bond is a promise by the dealer to honor all obligations on behalf of the dealership, including DMV fees and penalties, State sales tax and a judgment by any court against the dealership.

Cash, Savings or a Bond may be posted.

Your credit report will set the Bond Premium  
Some credit scores will require collateral.

The DMV form needed to submit your bond:  
<http://www.dmv.ca.gov/forms/ol/ol25.htm>

If less than 25 cars per year & wholesale only:  
<http://www.dmv.ca.gov/forms/ol/ol25b.pdf>

- Obtain a Business License

The city or county issuing the zoning permission letter will usually require a business license.

- Obtain a Live Scan Fingerprint Card.

To obtain a location check: [www.doj.ca.gov](http://www.doj.ca.gov)

DMV Live Scan information:  
<http://www.dmv.ca.gov/vehindustry/ol/livescan.htm>

DMV Sample Live Scan Form  
<http://www.dmv.ca.gov/forms/ol/dmv8016.pdf>

- Obtain a Board of Equalization Seller's Permit.

To obtain a location of a field office:

<http://www.boe.ca.gov/info/phone.htm>

Board Information on Registration:

<http://www.boe.ca.gov/info/reg.htm#sales>

Application Form:

<http://www.boe.ca.gov/pdf/boe400spa.pdf>

- Complete the Application and have someone read it over for you to look for errors and omissions. Ask your DMV Inspector if you can FAX it in for review.
- Call the DMV Inspector and submit the Application with your Bond Declaration Form. You must have a Bond in place to submit your application. If you wish to be considered for a temporary license, you must have all photos completed as well.

list of DMV inspectors,

[http://www.dmv.ca.gov/fo/inspector\\_office.htm](http://www.dmv.ca.gov/fo/inspector_office.htm)

DMV photo requirements:

<http://www.dmv.ca.gov/vehindustry/ol/photoreq.htm>

Generally you will need:

11 photos for retail

8 for wholesale. They are:

- 1 Building photo
- 2 Outside sign photo ®
- 3 Display area photo ®
- 4 Office
- 5 Business License posting photo
- 6 Resale Permit posting photo
- 7 Telephone
- 8 Interior Signs ®
- 9 Locked Cabinet
- 10 Checkbook
- 11 Dealer Book

- Build your office before you contact the DMV Inspector for final inspection and clearance.
- Obtain a phone and have a phone line installed in the name of the dealership, including a 411 listing.
- If retail, Obtain and install exterior signs.  
One sign if sole user of the location.  
Multiple signs if mixed use at the location.
- If retail, Install the two Office Signs provided by TriStar:  
The No Cooling Off Period Notice to Public  
The Inspection of Vehicle Notice to Public
- Create a locked cabinet, desk drawer, file cabinet or safe to store DMV report of sale forms.
- Open a Bank Account in the name of the dealership.
- Label a thick 3 ring binder as your dealer book. This book will hold for all updates sent by the DMV, all ROS forms you might have to void & your broker log.

- For registration forms write to:

DMV Forms Office  
P.O. Box 932242, Sacramento, CA, 94232

Use the list of forms from the DMV website & add the REG 262 to the list.

list of registration forms,

<http://www.dmv.ca.gov/forms/formsreg.htm>

Draft a letter on your dealer letterhead including a copy of your DMV certificate of completion requesting 25 of each listed form.

These forms are sent at no charge.

- Contact a Law Supply for forms & disclosures.

Their website for dealer forms:

[http://www.reynoldsandreynolds.com/for\\_customers/solutions/forms/index.asp](http://www.reynoldsandreynolds.com/for_customers/solutions/forms/index.asp)

The two forms needed:

conditional sales contract CA553

English copy, 4 per set, latest version

Spanish Copy, 1 per set, latest version

as-is no warranty for Federal Buyers Guide, 327D

- Create & have ready photos of your setup.

Instruction on photos @

<http://www.dmv.ca.gov/vehindustry/ol/photoreq.htm>

- Final inspection follows in 90 – 120 days following clearance from Sacramento.
- Call the DMV Inspector for an inspection appointment.
- When you pass inspection you will receive your:
  - dealer number
  - temporary license
  - special plates
  - report of sale forms, for your type of license.