



RENEWAL APPLICATION

MOTOR VEHICLE, MOBILE HOME, OR RECREATIONAL VEHICLE DEALERS

DMV USE ONLY

Entered By _____

Approved By _____

IF THERE ARE NO CHANGES FROM LAST YEAR, YOU MAY FILE THIS FORM TO RENEW YOUR LICENSE.
 THIS FORM MAY ALSO BE USED FOR THE FOLLOWING:

Change of Mailing Address (Please Check Box if Mailing Address Needs Updating)

Do not use white out or correction tape on this application.

Current or last License Number (Include Suffix if Additional Location): _____

Licensee Name: _____

- Sole Proprietor Corporation Limited Liability Corporation/Partnership (LLC/LLP)
 Limited Liability Limited Partnership (LLLP) Partnership

Fictitious (DBA) Name: _____

Dealership Physical Address: _____

Street Address

City

County

State

Zip Code

Mailing Address: _____

Enter Mailing Address Even if Same as Physical Address

City

County

State

Zip Code

Florida Sales Tax Number: _____

Federal Employer's Identification Number (FEID): _____

Social Security Number, if Sole Proprietor or Partnership: _____ (optional)

Business E-Mail Address: _____

Business Telephone Number: _____ FAX Number: _____

COMPLETION OF THIS SECTION IS MANDATORY FOR PROCESSING:

Have you or any officer/owner been convicted of a felony or equivalent in any jurisdiction **since** your last renewal? Yes No

If the answer is "YES", please submit the charging document(s), disposition document(s), and proof of the restoration of civil rights from the Office of Executive Clemency. If a civil rights restoration certificate cannot be provided, contact your local DMV regional office.

REQUIRED DOCUMENTATION - (must be submitted with renewal application)

FRANCHISE MOTOR VEHICLE DEALERS are **required** to submit the following documentation with their renewal application:

License renewal application for franchise dealers, with \$75 renewal fee for the primary location and \$50 for each supplemental location. If the completed application, all required documents, and fee are not received for the primary location by December 31st, a \$100 delinquent fee is due for a total renewal fee of \$175. Checks must be made payable to DHSMV.

An original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$25,000 for franchise motor vehicle dealers. The Dealership's Principal must sign the surety bond and Irrevocable Letter of Credit.

Proof of Garage Liability insurance which must include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection. Certificate of garage liability insurance signed by the garage liability insurance agent is required.

Copy of certification from the Division of Corporation showing current registration of the business and fictitious name(s) (on-line access at www.sunbiz.org).

LICENSE NUMBER
ISSUE DATE
DATE APPLICATION WAS RECEIVED IN REGIONAL OFFICE
DATE APPLICATION WAS COMPLETED IN REGIONAL OFFICE
DATE MAILED TO BFO HEADQUARTERS
DATE RECEIVED IN DEALER LICENSE OFFICE
AMOUNT
<input type="checkbox"/> CHECK CHECK NUMBER
<input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD
DMV/CRS PAYMENT NUMBER
FRVIS CUSTOMER NUMBER

Zone# _____

Insp # _____

Insp Name: _____

Do not use white out or correction tape on this application.

REQUIRED DOCUMENTATION continued (Must be submitted with renewal application.)

INDEPENDENT, WHOLESALE, AUCTION, AND SALVAGE MOTOR VEHICLE DEALERS are **required** to submit the following documentation with their renewal application:

- License renewal application for independent, wholesale, and auction dealers, with \$75 renewal fee for the primary location and \$50 for each supplemental location. If the completed application, all required documents, and fee are not received for the primary location by April 30th, a \$100 delinquent fee is due for a total renewal fee of \$175. Checks must be made payable to DHSMV.
- An original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$25,000 for motor vehicle dealers, auction dealers and independent dealers. The Dealership's Principal must sign the surety bond and Irrevocable Letter of Credit.
- Proof of Garage Liability insurance which must include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection **or** a general liability policy coupled with a business automobile policy which must include at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection. Signature of the insurance agent is required on all insurance policies.
- Dealer License Continuing Education course certificate of completion or a pre-licensing Dealer Training Seminar for **independent dealers only**.
- Copy of certification from the Division of Corporation showing current registration of the business and fictitious name(s) (online access at www.sunbiz.org).

MOBILE HOME DEALERS, MOBILE HOME BROKERS are **required** to submit the following documentation with their renewal application:

- License renewal application for mobile home dealers and mobile home brokers with \$140 renewal fee for the primary location and \$50 for each supplemental location. If the completed application, all required documents, and fee are not received for the primary location by September 30th, a \$200 delinquent fee is due for a total renewal fee of \$340. Checks must be made payable to DHSMV.
- An original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$25,000 must be submitted for mobile homes dealers with four or fewer supplemental locations. The Dealership's Principal must sign the surety bond and Irrevocable Letter of Credit.
- Mobile home dealers with more than four supplemental locations must submit an original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$50,000.
- Mobile home dealers and mobile home brokers selling recreational vehicles must submit proof of garage liability insurance which must include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection. Certificate of garage liability insurance signed by the garage liability insurance agent is required.
- Copy of certification from the Division of Corporation showing current registration of the business and fictitious name(s) (online access at www.sunbiz.org).

RECREATIONAL VEHICLE DEALERS are **required** to submit the following documentation with their renewal application:

- License renewal application for recreational vehicle dealers, with \$140 renewal fee for the primary location and \$50 for each supplemental location. If the completed application, all required documents, and fee are not received for the primary location by September 30th, a \$200 delinquent fee is due for a total renewal fee of \$340. Checks must be made payable to DHSMV.
- An original surety bond or original continuation certificate in the amount of \$10,000 must be submitted for recreational vehicles dealers with four or fewer supplemental locations.
- Recreational vehicle dealers with more than four supplemental locations must submit an original surety bond or original continuation certificate in the amount of \$20,000.
- Proof of Garage Liability insurance which must include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection. Certificate of garage liability insurance signed by the garage liability insurance agent is required.
- Copy of certification from the Division of Corporation showing current registration of the business and fictitious name(s) (online access at www.sunbiz.org).

"Under penalty of perjury, I do swear or affirm that all the information contained in this application is true and correct and that nothing has occurred since I filed my last application for a license or application for renewal of said license, as the case may be, which would change the answers given in such previous application."

Officer's Signature

Print Name

Title

Date

**RETURN THIS APPLICATION AND ALL REQUIRED DOCUMENTATION
TO DMV REGIONAL OFFICE RESPONSIBLE FOR YOUR DEALERSHIP**

BUREAU OF FIELD OPERATIONS' REGIONAL OFFICES

DIVISION OF MOTOR VEHICLES

Region I

Bureau of Field Operations, Region I
1135 Banks Road
Margate, Florida 33063
Telephone = (954) 969-4216
FAX = (954) 969-4237
Responsible for Broward County

Region II

Bureau of Field Operations, Region II
318 Southeast 25th Avenue
Ocala, Florida 34471
Telephone = (352) 732-1267
FAX = (352) 732-1459
Responsible for Alachua, Columbia, Gilchrist, Lake, Levy, Marion and Putnam Counties

Region III

Bureau of Field Operations, Region III
3200 Armsdale Road, Suite 13
Jacksonville, Florida 32218
Telephone = (904) 924-1524
FAX = (904) 924-1525 or 924-1530
Responsible for Baker, Bradford, Clay, Flagler, Duval, Nassau, St. Johns and Union Counties

Region IV

Bureau of Field Operations, Region IV
1354 South Woodland Boulevard
Deland, Florida 32720
Telephone = (386) 736-5108
FAX = (386) 736-5112
Responsible for Brevard, Seminole and Volusia Counties

Region V

Bureau of Field Operations, Region V
4101 Clarcona-Ocoee Road, Suite 160
Orlando, Florida 32810
Telephone = (407) 445-7400
FAX = (407) 445-7411
Responsible for Orange and Osceola Counties

Region VI

Bureau of Field Operations, Region VI
NET PARK, Suite 2228
5701 East Hillsborough Avenue
Tampa, Florida 33610
Telephone = (813) 612-7110
FAX = (813) 612-7111
Responsible for Citrus, Hernando, Hillsborough, Pasco, Pinellas, Polk and Sumter Counties

Region VII

Bureau of Field Operations, Region VII
Room C-205, Neil Kirkman Building, Mail Stop 76
Tallahassee, Florida 32399-0600
Telephone = (850) 617-2999
FAX = (850) 617-5180
Responsible for Dixie, Franklin, Gadsden, Hamilton, Jefferson, Lafayette, Leon, Liberty, Madison, Suwanee, Taylor and Wakulla Counties

Bureau of Field Operations, Panama City

6030 County Road 2321
Panama City, Florida 32404
Telephone = 850 872-4158
FAX = 850 872-7764
Responsible for Bay, Calhoun, Gulf, Jackson and Washington Counties

Bureau of Field Operations, Pensacola

185-C Airport Boulevard
Pensacola, Florida 32505
Telephone = 850 475-5415
FAX = 850 475-5423
Responsible for Escambia, Holmes, Okaloosa, Santa Rosa and Walton Counties

Region VIII

Bureau of Field Operations, Region VIII
323 10th Avenue West, Suite 200
Palmetto, Florida 34221
Telephone = (941) 723-4551
FAX = (941) 723-4553
Responsible for Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee and Sarasota Counties

Region IX

Bureau of Field Operations, Region IX
470 Columbia Drive, Bldg. E, Suite 200
West Palm Beach, Florida 33409
Telephone = (561) 640-6820
FAX = (561) 640-6835
Responsible for Indian River, Okeechobee, Martin, Palm Beach and St. Lucie Counties

Region X

Bureau of Field Operations, Region X
1405 Southwest 107th Avenue, Suite 202 and 203C
Miami, Florida 33174
Telephone = (305) 222-4164
FAX = (305) 222-4180
Responsible for Dade and Monroe Counties

Updated 01-29-09

LICENSED DEALER TRAINING SCHOOLS

Florida Independent Automobile Dealers Association

1840 Fiddler Court
Tallahassee, Florida 32308
Telephone: (888) 587-0004
(850) 385-1805
FAX: (850) 385-3251
Web: www.fiada.com
E-Mail: Alex@fiada.com

Licensed August 19, 1996
PRE-LICENSING AND CONTINUING EDUCATION
Classes Statewide

Advanced Dealer Training Institute

1656 Linda Lou Drive
West Palm Beach, Florida 33415
Telephone: (888) 791-9511
(561) 791-9511
Fax: (800) 607-4926
Web: <http://www.mvdti.com>
E-Mail: adti@mvdti.com

Licensed August 19, 1996
PRE-LICENSING AND CONTINUING EDUCATION
Classes Statewide

Florida Auto Dealer School

6822 22nd Avenue North, PMB # 117
St. Petersburg, Florida 33710
Telephone: (866) 884-0549
(727) 538-5047
FAX: (727) 531-2550
Web: www.F-A-D-S.com
E-Mail: tmyers@floridaautodealerschool.com

Licensed May 5, 1998
PRE-LICENSING AND CONTINUING EDUCATION
Classes Statewide

Dealer Consulting Services, Inc.

7537 NW 7th Avenue
Miami, Florida 33150
Telephone: (305) 758-9321
(954) 615-2332
Fax: (305) 758-0506
E-Mail: info@dcsmiami.com
Web: <http://www.dcsmiami.com>

Licensed March 15, 2006
PRE-LICENSING AND CONTINUING EDUCATION
Classes Statewide

Fast Compliance, LLC

6000 Metro West Blvd. Suite 200
Orlando, Florida 32835
Telephone: (407) 299-1800 (Toll Free) 1-800-942-4537
FAX: (407) 294-1431
Web: <http://www.fastcompliance.com>
E-Mail: info@fastcompliance.com

Licensed December 4, 2006
ON-LINE CONTINUING EDUCATION ONLY
Licensed December 16, 2008
ON-LINE PRE-LICENSING COURSE

Florida Dealer Schools, Inc.

7880 West Oakland Park Boulevard, Suite 304
Sunrise, Florida 33351
Telephone Sunrise: (954) 615-2332
Telephone Tampa: (813) 322-3790
Telephone West Palm Beach: (561) 961-1465
Telephone Orlando: (407) 648-4030
E-Mail: fds@dcsmiami.com
Web: www.floridadealerschools.com

Licensed September 19, 2008
PRE-LICENSING AND CONTINUING EDUCATION