



State of South Dakota
Division of Motor Vehicles
445 E. Capitol Avenue
Pierre, SD 57501

VALIDATION AND
OFFICE USE ONLY

605-773-3541 | http://dor.sd.gov/Motor_Vehicles/

Application for South Dakota Dealer License

A Instructions Please print or type. You may apply for more than one type of dealer license on the same form. See next page for cost information on new applications, **please attach bond, insurance certificate, zoning approval and lease agreement (if applicable)**. Submit to the county treasurer's office in the county where the dealership is located.

B Type of License

New:	Vehicle	Motorcycle/Off-Road	Trailer	Mobile Home	Snowmobile	Boat
Used:	Vehicle	Motorcycle/Off-Road	Trailer	Mobile Home	Snowmobile	Boat
Misc:	Car Auction Agency	Emergency Vehicle Dealer:	In State	Out of State	Final Stage Manufacturer Dealer	

Existing License Numbers at Same Location:

C Dealership Information

Name of Dealership FEIN#

Mailing Address City State Zip Code

Home Phone # Fax # Business Phone # Email

Is the place of business owned by the applicant(s)? Yes No Leased? Yes No (If yes, a copy of the lease must accompany the application)

Physical Business Address City State Zip Code

List address(s) of supplemental lot(s)

List address(s) of all mobile home/manufactured home auxiliary lot(s)

D Franchise Data **Franchise Data** (Attach separate sheet as needed)

Type of Vehicle	Manufacturer	Factory Sales Rep (FSR)	FSR Office Address and Phone

E Bond Data Proper Surety Bonds are required for business operation. Indicate bond method to be used on initial application and attach original bond.

Surety Bond	Bonding Pool	Car Auction Agency Surety Bond		
Bond Number	Bond Amount	Bond Company Name		
Bonding Company Mailing Address	City	State	Zip Code	Bond Company Phone

F Ownership Data

Individual	Partnership (List Partners)	Corporation (List Officers)	LLC (List Individuals)
Name			SD Driver License #/ SSN# DOB
Name			SD Driver License #/ SSN# DOB
Name			SD Driver License #/ SSN# DOB
Name			SD Driver License #/ SSN# DOB



Business Description

Is the principal place of business and any supplemental or auxiliary lot in conformance with all applicable building codes, zoning and land use ordinances? Verification must be attached.

Is the principal place of business where the books, records and files necessary to conduct the business are kept?

Does the principal place of business have a telephone that is maintained at the dealership, and is the telephone number for the dealership listed in the white or yellow pages?

Is the principal place of business being maintained and continuously occupied and business hours posted in a conspicuous place in view of the public? List hours of operation below:
 Sun. ___ to ___ Mon. ___ to ___ Tues. ___ to ___ Wed. ___ to ___ Thurs. ___ to ___ Fri. ___ to ___ Sat. ___ to ___

Will the books, records and files necessary to conduct the business be available at all reasonable hours to inspection by the department?

Is the principal place of business in the residence of the applicant?

Has dealer applicant certified having a public liability insurance policy of not less than three hundred thousand dollars if applicable?

Does the business maintain a service facility for the maintenance of franchised vehicles listed?
 Dimensions of service area: _____

Does the lot(s) for display of the vehicles/boats afford sufficient space to store five or more vehicles/boats?
 Dimension of lot: _____

Has dealer applicant or any other partner, member officer or financial supporter for a dealer license been convicted of a felony in the last 5 years?

Do you have on file a franchise agreement from the manufacturer for every line of new vehicle you are offering for sale?

If a franchised dealer, is there any other licensed dealer within your *community franchised to sell the same line-make of vehicle?
 If "Yes", list dealer's name(s): _____

Is a title service being used to do on-line title transactions?
 If so, list title service: _____

Community as defined under SDCL 32-6B-1(4): the franchisee's area of responsibility as stipulated in the franchise. A community has a minimum radius of ten miles around an existing dealership.



Signatures

The persons whose signatures appear below are authorized to sign certificates of title in our name until the Office of Dealer Licensing receives notification to the contrary.
 (PLEASE PRINT NAME AND SIGN IN INK)

Print Name	Signature	SD Drivers License No. or SSN
Print Name	Signature	SD Drivers License No. or SSN
Print Name	Signature	SD Drivers License No. or SSN
Print Name	Signature	SD Drivers License No. or SSN

List the name and address of bank(s) or financial institutions(s) that your dealership floor plans or wholesale finances with.

STAGGERED LICENSE RENEWAL - PLEASE LIST MONTH IN WHICH YOU PREFER TO RENEW UNDER A STAGGERED LICENSE RENEWAL SYSTEM. ALL LICENSES YOU POSSESS:

I agree to allow the Office of Dealer Licensing to contact financial references that I will furnish on request, about any financial information pertinent to my license application.
 I consent to allow periodic inspections of the dealership by the Office of Dealer Licensing.
 I am aware that I must notify the department in the event I move the location of my business or if I plan on going out of business (30 days in advance).
 I certify that the answers to the questions and statements above are true and correct and that the business named hereon will fully comply with laws, rules, and regulations governing dealers in the event that such license is granted.

Signature _____ Title _____ Date _____



License Cost

Type of Dealer License	New Applicant	Renewal	Amount Of Bond Required
New and Use Motor Vehicle Dealer	\$300.00	\$175.00	\$25,000
Mobile Home Dealer	\$300.00	\$150.00	\$25,000
Motorcycle/Off-Road Vehicle Dealer	\$250.00	\$150.00	\$ 5,000
Snowmobile Dealer	\$150.00	\$125.00	\$ 5,000
Trailer Dealer			
3,000 pounds and under	\$125.00	\$100.00	NONE
3,001 pounds and over	\$125.00	\$100.00	\$10,000
Dealers Car Auction Agency	\$300.00	\$175.00	\$50,000
Boat Dealer	\$250.00	\$175.00	\$20,000
Emergency Vehicle Dealer	\$300.00	\$175.00	\$10,000
Final Stage Manufacturer Dealer	\$300.00	\$175.00	\$25,000

MOTOR VEHICLE TITLE INFORMATION CONFIDENTIALITY AND USE AGREEMENT

Department of Revenue , Division of Motor Vehicles
445 East Capitol Avenue, Pierre, SD 57501-3185 605/773-3541



Dealer
Information

Dealership

Dealership Address

City

State

Zip Code

SD Dealer License Number(s) (if multiple dealer licenses within same location, all dealer numbers must be listed):

Contact Name

Telephone #

Contact Email



Statement of
Agreement

The Department of Revenue, Division of Motor Vehicles (DMV) is authorized to provide licensed South Dakota Dealers (Dealers) with Internet on-line access to the state's computer system for retrieval of motor vehicle information and entry of sales transactions directly on-line to the system. The DMV's purpose in providing access to this information is to facilitate the processes by which motor vehicle titles are validated and motor vehicle title applications are prepared. To be authorized to use the services provided by DMV, Dealers must agree to the following terms and conditions:

Terms and Conditions

1. Dealers shall only use the motor vehicle title information for legitimate dealer business activities as specified in the Driver Privacy Protection Act and South Dakota Codified Law. Specific authorized uses are: verifying the accuracy of motor vehicle titles and preparing motor vehicle title applications.
2. Dealers shall not sell, assign, or transfer to anyone any motor vehicle title information in any form.
3. Dealers will share motor vehicle title information with customers and other parties only to the extent necessary to conduct normal, legitimate business activities relating to the application for title.
4. Dealers shall destroy or render useless all printouts of motor vehicle title information after they have served their legitimate business purposes.
5. Dealers are responsible for anyone who accesses the information using their dealership account number. The DMV requires that the dealer have signed confidentiality agreements with each employee that has access to the system.

I understand and agree to the terms and conditions stated above. I further understand that my failing to comply with the above terms and conditions could result in action taken against my dealership.

Name (print)

Title

Signature of Authorized Representative:

Date

Section A. Dealer Information

SERVICE AGREEMENT
DEPARTMENT OF REVENUE, DIVISION OF MOTOR VEHICLES
445 East Capitol Avenue, Pierre SD 57501-3185 605-773-3541



Dealership

Contact Name (print)

Title

Address

City

State

Zip

SD Dealer License Number(s) (if multiple dealer licenses within same location, all dealer numbers must be listed):

Telephone #

FAX #

E-Mail



Subject to the provisions herein, the Department of Revenue, Division of Motor Vehicles (DMV) grants to the South Dakota Licensed Dealer (Dealer) named herein, a nonexclusive and nonassignable authorization to use the DMV Internet computer system and to logon to the system for on-line Record retrieval.

Access:
DMV shall provide Dealer with the necessary User ID to access the System and user documentation. Access to South Dakota title records and the electronic filing of South Dakota title forms is restricted to Dealers in good standing with the DMV and for only those uses approved by the DMV.

Notification:
DMV may modify this Agreement or rules by notifying the Dealer by first class mail or posting announcement on the System. DMV may discontinue or revise any or all aspects of this Agreement at its discretion and with minimum prior notice.

Dealer's Duties:
The Dealer shall only request a Record for lawful business related purposes. Dealer shall only reuse a record obtained from the System for lawful business related purposes. The System shall be used exclusively by the Dealer and the Dealer's employees. The Dealer shall not allow others to logon to the System. Dealer shall make the Dealer and its employees knowledgeable regarding all laws and regulations related to Record use and the retention and shall comply with the same. Dealer shall have signed confidentiality agreements with each employee that has access to the System.

Equipment:
The Dealer is responsible for and must provide all equipment necessary for accessing the System.

Assignment:
The Dealer's right to use the System is not transferable and is limited to the Dealer's own business needs. A Dealer can only obtain information from the System for business purposes.

Terms:
Dealers will be billed monthly for transactions processed in the previous month. Terms are net 30 days.

The Dealer is solely responsible for any use or misuse of the System and information obtained from it under the Agreement and for Dealer compliance with all laws and regulations applicable to such record information.

Name (print)

Signature of Authorized Representative:

Date



THE FOLLOWING INFORMATION IS NEEDED FOR YOUR DEALERSHIP TO OBTAIN ACCESS TO THE STATE'S DEALER ON-LINE COMPUTER SYSTEM.

PLEASE COMPLETE A SEPARATE FORM FOR EACH DEALERSHIP LOCATION UNLESS WISHING TO USE ONE LOG-IN.

PLEASE PRINT INFORMATION

Dealership Name:

Address City State Zip

Contact Person Name Contact Phone #

Dealership FEIN (if business is a sole proprietorship, an owner's SD Drivers License Number or Social Security Number may be used):

Dealer License Numbers (list all dealer license numbers found at the above location):

Dealer with multiple locations wishing to utilize one log-in (all locations must have same ownership), list main dealership utilizing the system and the dealer name(s) and number(s) it wants access to:

Main dealership:

Other locations:

Person Completing Form:

Date Name Signature