



STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES
BUREAU OF SAFETY AND ENFORCEMENT
DEALERS AND REPAIRERS DIVISION
60 STATE STREET, WETHERSFIELD, CONNECTICUT 06161-0001
On the Web at ct.gov/dmv

INSTRUCTIONS:

APPLICATION FOR AUTOMOBILE DEALER'S OR REPAIRER'S LICENSE (K-7)

SECTION 1 - Business Information: Must be completed by the applicant and must provide the following information:

- **Type of License:** The type of license being applied for must be checked
- **Name under which business is to be conducted:** This is the legal licensed name of the business and all corresponding documents in regards to the license **MUST** reflect this name.
- **Full Address of location for which license is requested:** This is the **EXACT** address where business will be conducted. In addition, all records pertaining to business must be maintained at this location for inspection for a period of two (2) years. **NOTE:** If you are requesting a license for more than one (1) location a separate application for each location must be submitted.
- **Mailing Address, if different from location address:** This is where all documentation and letters from the DMV will be sent.
- **Type of Ownership:** Depending on the type of ownership additional information will be required (i.e., LLC or Corporation).
- **The business holds a factory franchise to sell the following make(s) of vehicle(s) at the above location:** A listing of the make(s) of vehicle(s) must be recorded on the application. In addition, for all new car dealers, a franchise certificate/letter must be on file with the DMV for all makes listed for the location.
- The title, name, home address, telephone number, date of birth, and sex of all owners, partners, principal officers, major stockholders, members or managers must be provided.
- **Certification:** The application must be signed by owner, partner, managing member or authorized officer in the presence of a notary.

SECTION 2 - Certificate of Approval for Proposed Location: Must be completed by an authorized official in the city or town in which the location is proposed.

An authorized official is defined as the Zoning Board of Appeals. If there is no ZBA in the municipality approval must be obtained from the selectman or town manager of the town, mayor of the city, the warden of the borough.

The local authorities must hold a hearing on the application before it is granted. Application must be made to the local authorities for this hearing, not the DMV. The applicant must pay a standard fee, plus costs of advertising and conducting the hearing. The hearing must be advertised in a local newspaper two (2) times not less than (1) week before the hearing.

In addition, local authorities must indicate type of vehicles that are approved for sale at the location, and if there are any restrictions placed on the use of the property.

In addition to an authorized official, the Chief of Police in the town of proposed location or Commander of nearest CT State Police Barracks if town does not have police department must also sign the Application for Automobile Dealer's or Repairer's License (K-7).

BUSINESS LICENSE PERSONNEL LIST (K-26)

The Business License Personnel List (K-26) is not required to be completed when submitting a License Inspection Application (K-8), but will be required on other various transactions.

SITE DRAWING CLASS A-2 SURVEY MAP

- A site drawing (A-2 Survey Map) of the proposed location must be prepared. This drawing must be prepared in accordance with the License Application Drawing Specifications (K-93).

REQUEST FOR MARKER PLATES (FORM K-6)

- This application is utilized to obtain marker plates to be used in conjunction with the business. C.G.S. 14-58 provides a detailed description of fees and requirements associated with general distinguishing number plates. The fees for general distinguishing number plates are listed on Page 5 of this hand-out.

WASTE OIL DISPOSAL CERTIFICATE

This certificate must be obtained from a transporter that is approved and registered with the CT Department of Environmental Protection. The certificate must list name and address of the dealership or repairer.

The location of the dealership or repair shop must have a waste retention tank which must be vented and must have a minimum capacity of 250 gallons.

TRADE NAME CERTIFICATE FROM TOWN CLERK

A trade name certificate is required whenever a person, firm or corporation does business under a name different from the person's name or different from the names of the partners or officers. The trade name certificate must show the signature of the town or city clerk in the municipality in which the licensee will do business. If the applicant is a Corporation or LLC a Certificate of Existence from the Office of Secretary of State will be required, in addition to the trade name certificate. The trade name (dba) must appear on all documents submitted for the license.

VEHICLE STORAGE RATES REQUIREMENT APPLICATION (K-89)

This form must be on file with the DMV listing all information in relation to vehicle storage (i.e., operating hours, type of security, number of vehicles which may be stored, etc.) if a wrecker is operated or if vehicles will be towed into the location.

SALES TAX PERMIT

A clear copy of your CT State Sales Tax Permit must be submitted with your application (K-7). A permit must be obtained by contacting the State of CT Department of Revenue Services, 92 Farmington Avenue, Hartford, CT.

INSURANCE CERTIFICATE

A CT Financial Responsibility Insurance Certificate (Form R1325c) must be submitted with each application. An original and duplicate of this form must be received and must indicate the number of plates being insured. A fax copy of this form IS NOT acceptable. (Sample Attached).

LICENSE INSPECTION APPLICATION (K-8)

Section 1-7 of the License Inspection Application must be completed by the applicant.

Section 1 Business and Management Information: This must be completed with business name, address, phone number, etc.

Section 2A Personnel Information: Must list all personnel (by name) responsible for handling DMV complaints, repairs and sales for the business.

Section 2B - Personnel Information: Must list the names of all certified personnel. In addition, a copy of any certificates or credentials (indicating expiration dates) issued to listed personnel.

CT MV Regulations require at least one mechanic fully qualified to properly service the vehicles sold or repairer with a thorough knowledge of the product sold or serviced. If the mechanic is an employee, the mechanic must be employed at the licensed location (substantiated by payroll records for a minimum of 35 hours in each 7 day week).

LICENSE INSPECTION APPLICATION (K-8) - (con't)

Section 2C - Personnel Information: This section requires that all owners, partners, members, (LLC) or corporate officers are listed with required information as indicated. In addition, a CLEAR photo copy of the drivers license for all listed individuals must be attached.

Section 2D - Personnel Information: This section must be completed for EACH owner, officer, manager or member. All positions held which are necessary for determining their eligibility as a licensee should be listed.

NOTE: All applicants for licensing by the DMV will have their prior experience verified by the Department. If the applicant's experience is with an out of state employer, a letter from their prior employer on their business letterhead will be required. The letter must indicate the time employed, position held and the specific duties performed.

On all applicants with experience in this state, a phone call will be made to the prior employers confirming employment and duties performed. When the prior employer is out of business, it is the applicants responsibility to provide a letter similar to the out of state experience letter.

Section 3 Site Information: This section must be completed with information in relation to the property where the license will be located. The minimum requirements for each type of license is as follows:

1. **LIMITED REPAIRER:** A building adequate to receive at least one (1) motor vehicle for repairs with a suitable office and storage space for parts and accessories.
2. **GENERAL REPAIRER:** A building adequate to receive at least one (1) motor vehicle for repairs with a suitable office and storage space for parts and accessories.
3. **USED CAR DEALER:** An area for the display of used cars with a repair department capable of accommodating at least two (2) motor vehicles simultaneously for the purpose of repair and/or inspection along with a suitable office in which business may be conducted.

The requirements for this subsection may be waived for second and subsequent licenses, provided the location for which license is applied is adjacent to a location licensed by such application under Section 14-52, C.G.S.

4. **NEW CAR DEALER:** An area for the display and storage of new and used motor vehicles with a repair department capable of accommodating at least two (2) motor vehicles for the purpose of repair and/or inspection and an office and parts department suitable to conduct business. Each applicant for a new car dealers license must also hold a contract (franchise) from the manufacturer or importer, properly license by the State of Connecticut, for each new make of vehicles offered for sale. This contract must be certified by each such manufacturer or importer and submitted to the DMV.

Section 4 Office Information and Section & Repairer Service Information:

Depending on the type of license being applied for there are certain documents, required signs, requirements and repair information required. The following is a list of documents, required signs and requirements for each license type:

New and Used Car Dealers will be required to have and demonstrate the proper use of:

- Sales orders
- Sales invoices
- Federal Odometer Statements
- Buyers guide stickers
- Estimate order and your provisions for documenting oral authorization
- Waiver of estimates
- Loan agreements (dealer plates)
- Repair orders
- Supplemental ID cards for plate use

Repairers will be required to have and demonstrate the proper use of:

- Repair orders
- Waiver of estimates
- Loan agreements (repairer plates)
- Supplemental ID cards for plate use
- Estimate order and your provisions for documenting oral authorization

In addition, if performing towing you will be required to have a tow record (invoices) and be knowledge in the proper methods to dispose of abandoned vehicles.

All licensee must have the proper tools and equipment to perform repairers and safety check must be present.

The following signs must be displayed at the business location for each type of license.

TYPE OF SIGN	NEW CAR DEALER	USED CAR DEALER	REPAIRER
Lemon Law (Auto Dispute Program) signs must be posted in the service area	Required		
VIN etching cost	Required	Required	
Dealer Conveyance Fee	Required	Required	
Customer Rights	Required	Required	Required
Labor and Storage Price Sign	Required	Required	Required

Section 6 Questionnaire/Summary Information: This section is a questionnaire to provide the Department with further details to your knowledge and ability to properly operate under the license for which you are making application.

Section 7 Notarization: This section must be completed in the presence of an inspector of the DMV or notary.

CT DEP CERTIFICATE OF APPROVAL LETTER

A Water compliance approval letter must be submitted with each application.

SURETY BOND

A surety bond must be submitted with each application (K-7). The type of license will determine the surety bond amount

Type of License	Bond Amount
NEW and USED CAR	\$20,000
GENERAL REPAIRER	\$ 5,000
LIMITED REPAIRER	\$ 5,000

The name and address on the bond must exactly match the business name and address that appears on the Application (K-7).

CERTIFICATE OF FILING ETCHING OF VIN

C.G.S. 14-99h requires each new or used car dealer to offer the option of VIN etching, a new or used dealer may also offer the service of marking component parts with the complete VIN number (this service not required by law). A certificate of filing for the cost of this option must be on file with the DMV and must be listed on the purchase orders.

K-193 STATEMENT OF FINANCIAL CONDITION

All applicants applying for a used car dealer or repairer license must complete a Statement of Financial Condition (K-193). This statement must be completed by a Certified Public Accountant.

K-193A ATTACHMENT

In addition to the Statement of Financial Condition (K-193) a K-193A must be completed by a CPA. It must indicate the current and quick ratio for the business applying for license.

NEW CAR DEALERS ONLY

Franchise Appointment Certificate: This certificate/letter must state the full business name and address of the dealership, the specific product that the dealer is authorized to sell and if it is a new or replacement dealer. It must reflect that all dealers in the relevant market area were properly notified. C.G.S. 14-133dd is the reference.

Dealer Agreement and Standard Provision: A copy of the Dealer Agreement and Standard Provisions is required to be submitted with your application (K-7) and is obtained from the manufacturer.

LLC or CORPORATION

Certificate of existence: This is obtained from the Secretary of State office.

Corporate/Company Agent for Service of Process as registered with Secretary of State form to be completed and submitted with application.

LLC ONLY

Copy of Operating Agreement as defined in 34-202 as referenced in 34-144. Reference Public Act 97-70 Section 4 content.

Copy of Articles of Organization and all Amendments as defined in 34-101 and referenced in 34-144.

OTHER DOCUMENTS

The K-170 (Repairer Questionnaire) and K-171 (Dealer Questionnaire) will be given when fees are collected.

FEES TO BE PAID PRIOR TO APPROVAL

- \$140.00 Application fee (License fees - 2 year license only).

FEES TO BE PAID AFTER FINAL APPROVAL (prior to license being issued):

Transaction	Fee
New Car Dealer	\$700.00
Used Car Dealer	\$560.00
General or Limited Repairer Marker Fee(s)	\$340.00
Dealer or Repairer Plate	\$140.00 per plate
Safety Plate Fee	\$ 5.00 per plate

