



MISSOURI DEPARTMENT OF
REVENUE
 Inspection and Certification for Dealer,
 Auction, or Manufacturer Business License

License Number	License Year (YYYY)

Any false statement in this application is a violation of the law and may be punished by fine or imprisonment or both.

Motor vehicle dealers must make a minimum of **eight** sales per year and boat, trailer, and powersport dealers must make a minimum of **six** sales per year to be eligible for renewal.

Business Information	Business Name		Doing Business As (DBA)	
	Contact Person		Missouri Secretary of State Registration Number (if applicable)	
	E-mail Address			
	Physical Street Address			Telephone Number (____) _____ - _____
	City	State	ZIP Code (9-digit)	County

Complete if mail-to address is different than above (requires letter from postal authority).

Business Name				
Mailing Address		City	State	ZIP Code (9-digit)
Business Hours				
Monday _____ to _____	Tuesday _____ to _____	Wednesday _____ to _____	Thursday _____ to _____	Friday _____ to _____
	Saturday _____ to _____	(Sunday _____ to _____ Trailer, RV, and Powersport only)		

Signature	I do solemnly swear and affirm that this application is made to conduct business as a bona fide dealer, auction, or manufacturer as provided by Sections 301.573 through 301.580, RSMo. , that the information set forth herein is true and accurate and that I have the authority to provide all such information and to sign this application. This shall further certify that the business shall maintain, during the entire period of registration, financial responsibility for every motor vehicle it owns, licenses, or operates on the streets and highways.	
	Signature of an owner listed above	Date (MM/DD/YYYY) ____ / ____ / _____

Checklist to be completed by the Inspector/Officer

Checklist	Bona Fide Place of Business		Section 301.560, RSMo	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Permanently enclosed building occupied by the dealer?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	If the office is a trailer, is it anchored and are the wheels removed?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	If the location is occupied by more than one (1) business, are the areas clearly designated and segregated?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Valid landline or cell phone?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Valid email address?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are titles, books, records, and files kept at the dealer location?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	If an Auction and Dealer, are the records kept separate?

Display Lot

- Yes No
- Yes No
- Yes No
- Yes No NA

Section 301.560, RSMo

- Is the lot of sufficient size to accommodate multiple units?
- Is the lot in an exclusive area for this dealership and in close proximity to the office?
- Does the lot provide unencumbered visibility from the public street?
- For auctions, is the display area or lot separate from the MV dealership lot?

Signs

- Yes No
- Yes No
- Yes No
- Yes No NA
- Yes No NA
- Yes No NA

Section 301.560, RSMo

- Is there a permanent exterior sign?
- Is the sign clearly visible to the public with letters at least six inches tall?
- Does the sign display the name of dealership as it is known to the public?
- If different than the licensed name, has the dealer filed a Fictitious Name Registration with the Office of Secretary of State?
- If a temporary sign, did you review the order for a permanent sign?
- If a public auction, are two signs displayed?

Business Hours

- Yes No

12 CSR 10-26.010

Are the business hours posted?

Comments:

See instructions for who must complete this section. I certify that I have physically inspected the above location and that the applicant's business qualifies as a bona fide place of business for manufacturing, selling, or auctioning motor vehicles, powersports, trailers, and boats.

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date (MM/DD/YYYY) ___/___/___	Name and Rank
Department, Troop, or District			Badge Number
Signature		Printed Name	
Reason for Disapproval or Additional Comments:			

Mail to: Motor Vehicle Bureau
 Dealer Licensing Section
 PO Box 43
 301 West High Street, Room 370
 Jefferson City, MO 65105-0043

E-mail: dealerlic@dor.mo.gov
 Visit mydmv.mo.gov to renew or apply online.
 Visit dor.mo.gov/motor-vehicle/dealers-lienholders for additional information.

Form 5748 (Revised 07-2022)

Phone: (573) 526-3669 Opt. 7
Fax: (573) 522-4197
TTY: (800) 735-2966



Ever served on active duty in the United States Armed Forces?
 If yes, visit dor.mo.gov/military/ to see the services and benefits we offer to all eligible military individuals. A list of all state agency resources and benefits can be found at veteranbenefits.mo.gov/state-benefits/.