



STATE OF FLORIDA  
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
DIVISION OF MOTORIST SERVICES  
NEIL KIRKMAN BUILDING – TALLAHASSEE, FLORIDA 32399-0500

## APPLICATION FOR A LICENSE AS A MOTOR VEHICLE, MOBILE HOME, OR RECREATIONAL VEHICLE DEALER

**OFFICE USE ONLY**  
Entered by: \_\_\_\_\_  
Approved by: \_\_\_\_\_

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

I hereby make application and submit the required documentation for an original license or a corporation update:

- |   |   |
|---|---|
| <input type="checkbox"/> VF Franchised Motor Vehicle Dealer – 320.27, F.S.<br><input type="checkbox"/> SF Franchised Motor Vehicle Service Facility – 320.642(6), F.S.<br><input type="checkbox"/> VI Independent Motor Vehicle Dealer – 320.27, F.S.<br><input type="checkbox"/> VW Wholesale Motor Vehicle Dealer – 320.27, F.S.<br><input type="checkbox"/> VA Motor Vehicle Auction – 320.27, F.S.<br><input type="checkbox"/> SD Salvage Vehicle Dealer – 320.27, F.S.<br><input type="checkbox"/> BH Used Mobile Home Broker – 320.77, F.S.<br><input type="checkbox"/> DH Mobile Home Dealer- 320.77, F.S.<br><input type="checkbox"/> DH/BH Selling New Recreational Vehicles – 320.771(8), F.S.<br><input type="checkbox"/> DH/BH Selling Used Recreational Vehicles – 320.771(8), F.S.<br><input type="checkbox"/> RV New Recreational Vehicle Dealer – 320.771, F.S.<br><input type="checkbox"/> RU Used Recreational Vehicle Dealer – 320.771, F.S. | <input type="checkbox"/> NI, NH, NR Non-Resident Dealer - 320.71, F.S.<br><input type="checkbox"/> Original<br><input type="checkbox"/> Dealer Development Franchise (Attach copy of the Dealer Development & Management Agreement.)<br><input type="checkbox"/> Corporate Update Modification Only (Please complete the application in its entirety. Page 5 of this application must be completed for all incoming new officers. |
|---|---|

Current License No.: \_\_\_\_\_  
 FEID Number: \_\_\_\_\_ Sales Tax Number: \_\_\_\_\_

Proof of Identification/DL, if Sole Proprietor or Partnership: \_\_\_\_\_  
 Please see instruction guide for acceptable proof of identification.

Owner/Partner/LLC/LLP/LLLP or Corporation Name: \_\_\_\_\_

Fictitious Business Name (d/b/a): \_\_\_\_\_

Dealership Physical Address: \_\_\_\_\_  
Street Address (Enter Physical Address even if same as Mailing Address)

\_\_\_\_\_  
City                      County                      State                      Zip Code

Mailing Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      County                      State                      Zip Code

Telephone Numbers: Home: ( )                      Cell No.: ( )  
 Office: ( )                      FAX No.: ( )                       None

Business Email Address: \_\_\_\_\_

1. If franchised or a recreational vehicle dealer, list authorized line make(s) for which you are already licensed to sell: \_\_\_\_\_

Motorcycles greater than 50cc                      Motorcycles 50cc or less                      Tri-Vehicles  
 \_\_\_\_\_  
 Low Speed Vehicles                      Mini-Trucks

2. If applying for an original franchised license or a recreational vehicle dealer license, list the line make(s) your are seeking for approval: \_\_\_\_\_

Motorcycles greater than 50cc                      Motorcycles 50cc or less                      Tri-Vehicles  
 \_\_\_\_\_  
 Low Speed Vehicles                      Mini-Trucks

LICENSE NUMBER
ISSUE DATE
DATE RECEIVED IN REGIONAL OFFICE
DATE COMPLETED IN REGIONAL OFFICE
DATE MAILED TO HEADQUARTERS
DATE RECEIVED IN DEALER LICENSE SECTION
AMOUNT
<input type="checkbox"/> CHECK
CHECK NUMBER
<input type="checkbox"/> CASH
<input type="checkbox"/> CREDIT CARD
PAYMENT NUMBER
FRVIS CUSTOMER NUMBER
DIVISION CORP
<input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE
DEALER TRAINING SCHOOL COMPLETION DATE

Zone #: \_\_\_\_\_  
 Insp #: \_\_\_\_\_

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

3.  Sole Proprietor     Corporation     Limited Liability Company/Partnership (LLC/LLP)  
 Limited Liability/Limited Partnership (LLLP)     Partnership

**A. OWNERS/PARTNERS:**

Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use Only)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)		Home Phone Number w/ Area Code		Daytime Phone Number w/ Area Code		
Residence Address		City		State		Zip Code	
Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use Only)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)		Home Phone Number w/ Area Code		Daytime Phone Number w/ Area Code		
Residence Address		City		State		Zip Code	
Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use Only)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)		Home Phone Number w/ Area Code		Daytime Phone Number w/ Area Code		
Residence Address		City		State		Zip Code	

**B. CORPORATE/LLC/LP/LLP/LLLP:**

Corporate Name							
Corporate Headquarters Business Address		City		State		Zip Code	

**PRESIDENT/MGR/MEMBER/PARTNER:**

Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)		Home Phone Number w/ Area Code		Daytime Phone Number w/ Area Code		
Residence Address		City		State		Zip Code	

**VICE PRESIDENT/MGR/MEMBER/PARTNER:**

Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)		Home Phone Number		Daytime Phone Number w/ Area Code		
Residence Address		City		State		Zip Code	

**SECRETARY/MGR/MEMBER/PARTNER:**

Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)		Home Phone Number w/ Area Code		Daytime Phone Number w/ Area Code		
Residence Address		City		State		Zip Code	

**TREASURER/MGR/MEMBER/PARTNER:**

Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)		Home Phone Number w/ Area Code		Daytime Phone Number w/ Area Code		
Residence Address		City		State		Zip Code	

**DIRECTOR/MGR/MEMBER/PARTNER:**

Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)		Home Phone Number w/ Area Code		Daytime Phone Number w/ Area Code		
Residence Address		City		State		Zip Code	

4. If the place of business is owned by applicant, date of acquisition: \_\_\_\_\_  
Enter "LEASED" in the space above, if it is a leased location. Month/Day/Year

**Please attach the following items for an original application:**

- A completed application form HSMV 86056 and \$300 fee for motor vehicle dealers or \$340 fee for mobile home or recreational vehicle dealers;
- Proof of identification/DL (see instruction guide for acceptable forms of identification);
- A true copy of property lease or proof of ownership;
- Fingerprint cards and a fingerprint fee of \$54.25 per officer;
- Copy of dealer training course completion document;
- Original surety bond/irrevocable letter of credit (Division of Motorist Services forms only – on-line access at <http://www.flhsmv.gov/html/forms.html>);
- Copy of business and/or fictitious name registration (on-line access at [www.sunbiz.org](http://www.sunbiz.org) );
- Copy of certification from the Division of Corporations showing current registration of business to conduct business in the State of Florida (on-line access at [www.sunbiz.org](http://www.sunbiz.org) );
- Corporation papers, corporate meeting minutes showing the election of corporate directors, Article of Incorporation if the dealership is a Corporation or Incorporation; Articles of Organization and Operating Agreement if the dealership is a Limited Liability Company; or a Partnership Agreement if the dealership is a Partnership; and
- Independent dealers (VI), Auction dealers (VA), Wholesale dealers (VW), and Salvage dealers (SD) have the option to submit a copy of:
  - A garage liability insurance certificate which shall 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 insurance policy coupled with a business automobile policy, which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury.
- Franchise dealers (VF), Recreational dealers (RV & RU), and Mobile Home dealers/brokers (DH/BH) selling recreational vehicles must submit a garage liability insurance certificate which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection.

**Please attach the following items for a corporate update:**

- A complete application form HSMV 86056;
- Minutes of the meeting;
- Fingerprint cards for each new member and fingerprint fee of \$54.25 per new officer; and
- Copy of the corporate changes registration from the Division of Corporations (on-line access at [www.sunbiz.org](http://www.sunbiz.org)).

**For additional information, please refer to the Dealer License Instruction Booklet.**

**CERTIFICATIONS/STATEMENTS**

**Florida law requires applicants for various dealer licenses to provide certification or statements on a variety of issues. Please carefully read, complete, sign and date applicable certifications and statements.**

Required of Motor Vehicle Dealer License Applicants

I certify that my business location provides an adequately equipped office and is not a residence; that the location affords sufficient unoccupied space upon and within which adequately store all motor vehicles offered and displayed for sale; and that the location is a suitable place where I can in good faith carry on such business to maintain books, records, and files necessary to conduct such business, which will be available at all reasonable hours for inspection by the department or any of its inspectors or employees. I further certify that the business of a motor vehicle dealer is the principal business which shall be conducted at the location.

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date

Required of Mobile Home and Recreational Vehicle Dealer License Applicants:

I certify that my business location is a permanent one, not a tent or a temporary stand or other temporary quarters; and, except in the case of a mobile home broker, that the location affords sufficient unoccupied space to store all mobile homes and recreational vehicles offered and displayed for sale; and that the location is a suitable place in which I can, in good faith, carry on business, maintain books, records, and files necessary to conduct such business, which will be available at all reasonable hours for inspection by the department compliance examiners, inspectors or other department employees. I understand that this does not preclude a licensed mobile home dealer from displaying and offering for sale mobile homes in a mobile home park. I further certify that the business of a mobile home or recreational vehicle dealer is the principal business which shall be conducted at the location unless I am a mobile home park operator licensed as a mobile home dealer.

I plan to sell park models and recreational vehicles and understand the requirement to obtain Garage Liability Insurance.

\_\_\_\_\_  
**Officer's Signature**

\_\_\_\_\_  
**Date**

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**If no Federal Employer's Identification Number is obtained, the following statement is required of the applicant:**

**The individual owner(s) of the dealership is/are performing all duties in the business. There are no employees in the dealership.**

\_\_\_\_\_  
**Officer's Signature**

\_\_\_\_\_  
**Date**

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Required of Recreational Vehicle Dealer License Applicants:

As an applicant for a recreational vehicle dealer license, issued pursuant to Section 320.771, Florida Statutes, I have not and will not enter into any agreement, written or oral, with any other person or business entity, which would constitute an unfair and deceptive trade practice in violation of Part II of Chapter 501, Florida Statutes.

\_\_\_\_\_  
**Officer's Signature**

\_\_\_\_\_  
**Date**





**READ THIS BOOKLET PRIOR TO  
COMPLETING ANY INFORMATION ON THE  
ATTACHED FORMS**

***ORIGINAL MOTOR VEHICLE DEALER  
LICENSING APPLICATION  
Form HSMV 86056***

**INSTRUCTION BOOKLET**



**FLORIDA DEPARTMENT OF HIGHWAY SAFETY & MOTOR VEHICLES  
DEALER LICENSE SECTION**

**TALLAHASSEE, FLORIDA 32399-0500**

*Revised March 2010*

**INSTRUCTION BOOKLET**  
**ORIGINAL MOTOR VEHICLE DEALER LICENSE APPLICATION**  
**APPLICATION FOR A LICENSE AS A MOTOR VEHICLE, MOBILE HOME, OR RECREATIONAL**  
**VEHICLE DEALER**

The **Application for a License as a Motor Vehicle, Mobile Home, or Recreational Vehicle Dealer (Form HSMV 86056)** is a multi-purpose form, which is used as an **initial** application for a dealer license as well as updating corporate officer information to a dealer license. Dealers must have a site approved, by a Regional Office, for the dealership location. Once a location is found, contact your local Regional Office to schedule an appointment to have the site inspected. A Division of Motorist Services Compliance Examiner will inspect the location. It is recommended that you do not sign a lease until the site has been approved by the Department. The following application instructions will apply **only** to applicants for an **initial** motor vehicle dealer license.

On page one of the application, you will find a series of check boxes. Please check the box that indicates the type of license for which you are applying. For example: If you are applying for an Independent Motor Vehicle License (used car sales) you will check the box in front of the letters VI. If you are applying for a Franchised Motor Vehicle Dealer license you will check the box marked with the letters VF, etc.

To the right of the license type are several boxes indicating the other purposes for which this form is used, please check the box indicating this application is for an **Original** license.

**Federal Employee Identification Number (FEID):** Enter the applicant's FEID or **Tax Identification Number (TIN)** number in this field.

**Florida Sales Tax Number:** All Florida businesses are required to have a sales tax number. If you do not have a sales tax number or wish to receive additional information regarding Florida sales tax, please contact any Florida Department of Revenue Office Service Center or write to: Department of Revenue, Tallahassee Service Center, 2410 Allen Road, Tallahassee, FL 32312-2603, or telephone (850) 488-9719.

Additional information may be obtained on-line at the Department of Revenue's website by going to [www.myflorida.com](http://www.myflorida.com) or in your local telephone directory under State agencies.

**Proof of Identification:** If the applicant is a sole proprietor with no employees or a partnership, proof of identification is required. The following are acceptable forms of identification:

- A Florida driver license or identification card, an out of state driver license or identification card;
- A US passport;
- A Canadian driver license, identification card, or passport;
- A driver license or identification card from any US Territory (American Samoa, Guam, Marianas, Puerto Rico, and the US Virgin Islands); and
- An out of country passport.

A copy of the proof of identification **must** be submitted with your application form to the Department unless the proof of identification submitted is a Florida Driver License or identification card.

**Please note:** If you are submitting a Florida Driver License or identification card as proof of identification; you must enter the Florida Driver License number or identification card number in the field provided on the application.

**Owner/Partner/LLC/LLP/LLLP or Corporation Name:** If you are a sole proprietorship, enter your name here. If your dealership is a partnership enter the name of your partnership. If your dealership is a corporation, limited liability company, a limited liability partnership, or limited liability limited partnership enter the name registered with the Secretary of State's office.

**Division of Corporation:** All corporations, limited liability companies, limited liability partnerships or limited liability limited partnerships must register with Florida's Secretary of State, Division of Corporations. For information regarding registration of a fictitious name or corporate information, please contact the Division of Corporations on-line at [www.sunbiz.org](http://www.sunbiz.org) or by telephone at (850) 488-9000.

**Fictitious Business Name(s) (d/b/a):** In this field you will list any fictitious name(s) you will be using, such as Tallahassee Used Cars. This information can be viewed on-line at [www.sunbiz.org](http://www.sunbiz.org).

**Dealership physical address:** Enter the physical (street) address of the dealership.

**Mailing address:** List the address in which the dealership will receive its mail. Enter the mailing address even if it is the same as the physical address.

**Telephone numbers:** Enter the applicant's home, mobile, and office phone numbers.

**Business E-mail address:** Enter the applicant's complete business e-mail address.

**Fax number:** Enter the fax number. If the applicant does not have a fax number, please check the box for "None".

The rest of the application form is marked by numbers. In this booklet we will only review the items required to be completed for an **initial** license, therefore item number 1 is not listed for completion.

1. If the dealership is a franchise motor vehicle dealer or a recreational vehicle dealer enter the line make(s) the dealership is currently authorized to sell.
2. If the franchise dealer or recreational vehicle dealer is adding a new line make(s) or applying for an original franchise dealer's license or recreational vehicle dealer's license, list the line make(s) you are seeking for approval.
3. Sole Ownership, Partnership, Corporation, Limited Liability Company/Limited Liability Partnership and Limited Liability Limited Partnership (Check the applicable box.)

A. **Owners/Partners:** If the box labeled Sole Ownership or Partnership is checked, complete section **A** of the application.

B. **Corporation/LLC/LLP/LLLP:** If the box labeled Corporation or Limited Liability Company or Limited Liability Limited Partnership is checked, complete section **B** of the application.

All officers, directors, members and managers registered with the Division of Corporations for the business must be listed on the application.

4. If the place of business is owned by the applicant please enter the date the property was acquired. Please enter "Leased" if the location is leased.
5. **Has the applicant, any partner, or any corporate officer or director:**  
This item has eight questions requiring a "yes" or "no" answer. These questions are pertaining to criminal and business history. Please check the appropriate box (Yes or No). If the answer to any part of Item 5 is "YES", the applicant is required to supply appropriate documentation indicating the results or requirements. **The license will not be issued if any portion of this item is not complete.** Answering "NO" to any portion of this item when the answer is "YES", is considered commission of fraud or willful misrepresentation of application for or in obtaining a license.

Following item 5 is a checklist of attachments that must be submitted with this application, if applicable.

**CERTIFICATION** – Page 5 of the application is a "Certification" that must be completed by all officers listed in the application for the dealership. This statement is a perjury clause. Please read and understand this statement prior to signing. Applicant's signature and all listed officer(s) must be notarized prior to submission of this form. The applicant can make copies of page 5, if the dealership has more than one officer.

**Please Note:** Page 5 must be completed by all incoming new officers and must be notarized for a corporate update modification.

**All items must be completed in its entirety, whether you are applying for an original license or updating corporate officer(s) information, in order for the license to be issued.**

**There should not be any strikeouts or alterations with correction fluid, or correction tape.**

**Documents required with the application are:**

- Proof of Identification;
- A true copy of property lease or proof of ownership;
- Fingerprint cards;
- A copy of the dealer training course completion document;
- Original surety bond/irrevocable letter of credit (**Division of Motorist Services forms only**);
- A copy of the business and/or fictitious name registration (on-line access at [www.sunbiz.org](http://www.sunbiz.org));
- Copy of certification from the Division of Corporations showing current registration of business to conduct business in the State of Florida (on-line access at [www.sunbiz.org](http://www.sunbiz.org));
- Corporation papers, corporate meeting minutes showing the election of corporate directors; Article of Incorporation if the dealership is a Corporation or Incorporation; Articles of Organization and Operating Agreement if the dealership is a Limited Liability Company; or a Partnership Agreement if the dealership is a Partnership; and
- Copy of garage liability insurance signed by the garage liability insurance agent is required for all dealers listed above, **except** mobile home dealers not selling recreational vehicles. The requirements are:
  - **Independent dealers (VI), Auction dealers (VA), Wholesale dealers (VW), and Salvage dealers (SD) have the option to submit:**

- A garage liability insurance certificate which shall 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 insurance policy coupled with a business automobile policy, which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection.
- **Franchise dealers (VF), Recreational Vehicle dealers (RV & RU), and Mobile Home dealers/brokers (DH/BH) selling recreational vehicles** must submit a garage liability insurance certificate which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection.

The next section of this application is a series of certification statements required by Florida Law.

**Required of Motor Vehicle Dealer License Applicants** - Motor vehicle dealer license applicants must sign this statement. Please read and understand this information prior to signing. The license will not be issued if this statement is not signed and dated.

The following certification is not required of **Motor Vehicle Dealers**. However, if this application is for a **Mobile Home and/or Recreational Vehicle Dealer** this information must be completed and the appropriate boxes checked.

**CERTIFICATION** – Page 5 of the application is a “Certification” that must be completed by all officers listed in the application for the dealership. This statement is a perjury clause, please read and understand this statement prior to signing. Applicant’s signature and all listed officer(s) must be notarized prior to submission of this form. The applicant can make copies of page 5, if the dealership has more than one officer.

**Please Note:** Page 5 must be completed by all incoming new officers and must be notarized for a corporate update modification.

#### **FINGERPRINT CARDS**

Each individual listed in items 3 (A) and/or (B) on the Application for a License as a Motor Vehicle Dealer, Mobile Home, or Recreational Vehicle Dealer must be fingerprinted on a **Division of Motorist Services fingerprint card**. Fingerprint cards from any other agency ***will not be accepted***. A fingerprint technician with a law enforcement agency or a law enforcement officer must take all fingerprints. The card must be signed by the official taking the fingerprints.

The cost for processing the fingerprint card is **\$54.25 per individual**, which includes criminal background checks conducted by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigations (FBI). Please add this amount to the license fee and submit the fingerprint card(s) with the application. If you require additional cards you may contact the Division of Motorist Services regional office closest to you (see attached list).

An individual who has been fingerprinted for another motor vehicle dealer license within the past three years need not be fingerprinted again. If this is the case, please provide the dealer license number under which the original fingerprint card was filed; otherwise a new fingerprint card will be required.

All officers, directors, members and managers registered with the Division of Corporations must be listed on the application and must be fingerprinted. All partner(s) and sole proprietor listed on the application must be fingerprinted.

#### **SURETY BOND REQUIREMENTS**

**NOTICE:** The surety bond must be on the form provided by the State or use the **EXACT LANGUAGE** contained in the form provided by the State and written on the letterhead of the Florida bank. Any changes in the language of the bond, addendums or conditions will be rejected. Original surety bond must be submitted with the application.

The surety bond must have the following information:

- The **exact** business name and all fictitious names to be used by the dealership as it is registered with the Secretary of State. In the case of a sole proprietorship or a partnership the name of the owner(s), or partners must be listed on the surety bond (example John Doe d/b/a Sun Drop Auto Sales or John Doe and Robert Smith d/b/a Doe & Smith Auto Sales);
- The name of the surety bond company;
- The bond number must appear on the face of the bond;

- The amount of coverage;
  - A motor vehicle dealer applicant shall provide a surety bond in the amount of \$25,000. [Form HSMV 86020, Surety Bond for Motor Vehicle Dealer](#);
  - A mobile home dealer or mobile home broker applicant shall provide a surety bond in the amount of \$25,000. A mobile home dealer with more than four supplemental locations must submit an original surety bond in the amount of \$50,000. [Form HSMV 86018, Surety Bond for Mobile Home Dealer](#);
  - A recreational vehicle dealer applicant shall provide a surety bond in the supplemental locations must submit an original surety bond in the amount of \$10,000. A recreational vehicle dealer with more than four supplemental locations must submit an original surety bond in the amount of \$20,000. [Form HSMV 86019, Surety Bond for Recreational Vehicle Dealer](#);
- The effective date;
- The expiration date;
- Signature of the surety agent or the attorney-in-fact;
- Address of the surety agent;
- Complete address of the surety agent;
- Telephone number of the surety agent;
- Typed name of the surety agent;
- Name of the dealership;
- Signature of the principal of the dealership (original signature or facsimile signature);
- Name of the surety bond company;
- Address of the surety bond company;
- Telephone number of the surety bond company; and
- The surety bond must have the surety bond company seal or stamp or an electronic seal.

A **power of attorney** for the Attorney-in-Fact must accompany the bond.

*In lieu of a surety bond:*

**IRREVOCABLE LETTER OF CREDIT REQUIREMENTS**

**NOTICE:** The irrevocable letter of credit must be on the form provided by the State or use the ***EXACT LANGUAGE*** contained in the form provided by the State and written on the letterhead of the surety bond company. Any changes in the language of the irrevocable letter of credit, addendums or conditions will be rejected. The original letter of credit must be submitted with the application.

Motor vehicle dealer applicants may elect to obtain an **Irrevocable Letter of Credit**. The irrevocable letter of credit must be issued by a Florida bank in the amount of \$25,000. The letter of credit must be submitted on [Form HSMV 86057, Irrevocable Letter of Credit for Motor Vehicle Dealer](#). A mobile home dealer or mobile home broker applicant may elect to provide an **Irrevocable Letter of Credit** in the amount of \$25,000. A mobile home dealer with more than four supplemental locations must submit an original **Irrevocable Letter of Credit** in the amount of \$50,000. The letter of credit must be submitted on HSMV Form 86058. **Substitute forms will not be accepted.**

The following items are required on the irrevocable letter of credit:

- The **exact** business name and all fictitious names to be used by the dealership as it is registered with the Secretary of State. In the case of a sole proprietorship or a partnership the names of the owner, or partners must be listed on the surety bond (example John Doe d/b/a Sun Drop Auto Sales or John Doe and Robert Smith d/b/a Doe & Smith Auto Sales);
- The name of the bank;
- The number assigned by the bank;
- The effective date;
- The expiration date;
- Signature of the bank officer;
- Title of the bank officer;
- Name of the bank;
- Address of the bank;
- Telephone number of the bank;
- Name of the dealership;
- Signature of the principal of the dealership (original signature or facsimile signature);
- Typed or printed name of the principal;
- Address of the dealership; and
- Seal of the bank or stamp or an electronic seal.

### **GARAGE LIABILITY INSURANCE REQUIREMENTS**

The garage liability insurance certificate must have the following information:

- Name of the garage liability insurance company;
- Address of the garage liability insurance company;
- Name of the garage liability insurance agency;
- Address of the garage liability insurance agency;
- Phone and fax number of the garage liability insurance agency;
- Name of the insured;
- Address of the insured;
- Garage liability box must be checked;
- Garage liability policy number;
- Effective date of the policy;
- Expiration date of the policy;
- Copy of garage liability insurance signed by the garage liability insurance agent is required for all dealers listed above, **except** mobile home dealers not selling recreational vehicles. The requirements are:
  - **Independent dealers (VI), Auction dealers (VA), Wholesale dealers (VW), and Salvage dealers (SD) have the option to submit:**
    - A garage liability insurance certificate which shall 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 insurance policy coupled with a business automobile policy, which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection.
  - **Franchise dealers (VF), Recreational Vehicle dealers (RV & RU), and Mobile Home dealers/brokers (DH/BH) selling recreational vehicles** must submit a garage liability insurance certificate which shall 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 garage liability insurance agent (electronic/fascimilie signature is acceptable); and
  - Name of the certificate holder which should read: Department of Highway Safety & Motor Vehicles, 2900 Apalachee Parkway, Room A312, MS# 65 Neil Kirkman Building, Tallahassee, Florida 32399.

The remainder of the application is for department use only.

**Please Note:** You can obtain fingerprint cards from the Regional Office responsible for your dealership.

# DIVISION OF MOTORIST SERVICES

## Bureau of Motor Vehicle Field Operations

### General Requirements for Motor Vehicle Dealer License

1. A location must be obtained and inspected by a Division of Motorist Services Compliance Examiner.
2. Completion of a pre-licensing dealer training course is required for all license categories at a Department approved Dealer Training School. A list of the [Department approved Dealer Training Schools](#) is available online.

Any applicant who has held a valid motor vehicle dealer's license continuously within the past 2 years and who remains in good standing with the department is exempt from the pre-licensing per section 320.27(4)(b), Florida Statutes.

Any applicant for a new franchised motor vehicle dealer license who has held a valid franchised motor vehicle dealer license continuously for the past 2 years and who remains in good standing with the department is exempt from the pre-licensing training requirement per section 320.27(4)(a), Florida Statutes.

3. Application fees are as follows:
  - Applicants who are applying for an independent, wholesale, auction, salvage or franchise license - \$300;
  - Non-resident applicants - \$2,000 for each county of operation in addition to the normal licensing fee of \$300;
  - Mobile Home and Recreational Vehicle Dealer License applicants - \$340; and
  - All additional license locations are \$50.
4. Each motor vehicle dealer applicant must obtain a \$25,000 surety bond or irrevocable letter of credit. The irrevocable letter of credit must be issued by a bank authorized to do business in Florida as a bank. A mobile home dealer or mobile home broker must obtain a \$25,000 surety bond or irrevocable letter of credit. A mobile home dealer or mobile home broker with more than four supplemental locations must obtain a surety bond or irrevocable letter of credit for the amount of \$50,000. A recreational vehicle dealer must obtain a \$10,000 surety bond. A recreational vehicle dealer with more than four supplemental locations must obtain a surety bond for the amount of \$20,000. Please note that recreational vehicle dealers cannot submit an irrevocable letter of credit in lieu of a surety bond.
5. Garage Liability insurance signed by the garage liability insurance agent is required for all dealers listed above, **except** mobile home dealers not selling recreational vehicles. The requirements are:

**Independent dealers (VI), Auction dealers (VA), Wholesale dealers (VW), and Salvage dealers (SD) have the option to submit:**

- A garage liability insurance certificate which shall 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 insurance policy coupled with a business automobile policy, which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection.
  - **Franchise dealers (VF), Recreational dealers (RV & RU), and Mobile Home dealers/brokers (DH/BH) selling recreational vehicles** must submit a garage liability insurance certificate which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection.
6. All dealers must have a lease or proof of ownership for their dealership site. Once you have a location, call your Division of Motorist Services Regional Office to schedule an appointment to inspect the location. The Compliance Examiner will call you to get directions and any other information needed. It is recommended you do not sign a lease until the Division of Motor Services Regional Office has approved your location. The lease must contain the dealership name and business address (physical location) or a legal description of the location. The landlord and the dealer must sign the lease.
  7. (Corporations Only) Corporate documents must be submitted with your application. These papers must include the Articles of Incorporation, registration with the Secretary of State's Office and minutes of the business meeting showing the election of all current officers. All partners must provide a Partnership Agreement with the application. Limited Liability Companies must provide Article of Organization and Operating Agreement with the application.
  8. A copy of certification from the Division of Corporations showing current registration of business to conduct business in the State of Florida (on-line access at [www.sunbiz.org](http://www.sunbiz.org)).
  9. A copy of the registration for business and/or fictitious trade name(s), registered with the Secretary of State's Office. The registration document must be submitted with your application (on-line access at [www.sunbiz.org](http://www.sunbiz.org)).
  10. A fingerprint card for each person appearing on the license application must accompany your application. These cards must be obtained through our Division of Motorist Services Regional Office or (Compliance Examiner). There is a \$54.25 processing fee for each card.
  11. A Federal Employer Identification (FEID) number must be obtained if applicable. The FEID may be obtained from the U.S. Internal Revenue Service.

Sole Proprietors with no employees and partnerships can submit proof of identification instead of a FEID number. Acceptable forms of proof of identification:

- A Florida driver license or identification card, an out of state driver license or identification card;
- A US passport;
- A Canadian driver license, identification card, or passport;
- A driver license or identification card from any US Territory (American Samoa, Guam, Marianas, Puerto Rico, and the US Virgin Islands); and
- An out of country passport.

A copy of the proof of identification **must** be submitted with your application form to the Department unless the proof of identification submitted is a Florida Driver License or identification card.

**Please note:** If you are submitting a Florida Driver License or identification card as proof of identification; you must enter the Florida Driver License number or identification card number in the field provided on the application.

12. A Florida sales tax number must be obtained from the Department of Revenue.

Please submit your application to the Division of Motorist Services Regional Office responsible for your dealership. Your application will be graded and processed by the Division of Motorist Services Regional Office. If everything is submitted correctly your license will be issued. You are **NOT ALLOWED** to conduct business until you have your license in hand.

By following these steps and communicating with your Division of Motorist Services Compliance Examiner, your new business should begin smoothly. We thank you for your inquiry and we wish you success in your business endeavors!

**PROVIDING HIGHWAY SAFETY AND SECURITY  
THROUGH EXCELLENCE IN  
SERVICE, EDUCATION, AND ENFORCEMENT**

**A SAFER FLORIDA!**

# Completion Guidelines for Dealer License Applicants to Complete Application Form HSMV 86056

## FOR ORIGINAL LICENSE APPLICATION AND CORPORATE UPDATE DHSMV FORM 86056 INFORMATION FOR DEALER LICENSE APPLICANTS

**IMPORTANT:** The dealer license applicant must first meet the location requirements as specified in Florida Administrative Code 15C-7.003. Once the applicant has a location, they must contact the Division of Motorist Services Regional Office to schedule an appointment to inspect the location. The Compliance Officer/Examiner will contact the applicant and get directions and any other information that is needed.

**Form HSMV 86056 must be completed in its entirety and signed by the dealer applicant when applying for an original dealer's license and when submitting corporate updates. Care should be taken to avoid the use of whiteouts and strikethroughs.**

- The most current form HSMV 86056, Application for License as a Motor Vehicle, Mobile Home, or Recreational Vehicle Dealer, must be used by the applicant. This is available on-line at the Department's website at <http://www.flhsmv.gov/html/forms.html>.
- The correct category of license must be checked by the applicant. For example, a person applying for an independent dealer's license must check the box for VI; Wholesale dealers must check the box for VW; franchise dealers must check the box for VF, etc.
- The correct and complete FEID number must be entered on the application.
- The correct and complete Sales Tax Number must be entered on the application. The applicant can get the Sales Tax Number from Department of Revenue (DOR).
- Proof of Identification in lieu of FEID number if the applicant is a Sole Proprietor or Partnership with no employees.

Acceptable forms of proof of identification:

- A Florida driver license or identification card, an out of state driver license or identification card;
- A US passport;
- A Canadian driver license, identification card, or passport;
- A driver license or identification card from any US Territory (American Samoa, Guam, Marianas, Puerto Rico, and the US Virgin Islands); and
- An out of country passport.

A copy of the proof of identification **must** be submitted with your application form to the Department unless the proof of identification submitted is a Florida Driver License or identification card.

**Please note:** If you are submitting a Florida Driver License or identification card as proof of identification; you must enter the Florida Driver License number or identification card number in the field provided on the application.

- State the business name as registered with the Division of Corporations ([www.sunbiz.org](http://www.sunbiz.org)), specifying the type of business entity. For example XYZ Inc., or PQR LLC.
- State the fictitious name(s) as registered with the Division of Corporation.
- State the correct and complete physical address of the dealership.
- State the correct and complete mailing address of the dealership. Enter the mailing address even if it is the same as the physical address.
- Telephone number(s) of the dealership. As per Rule 15C-7003, Florida Administrative Code, "Each dealer shall provide the department with all information and telephone numbers necessary to contact the dealer."

- Fax number of the dealership (if available).
  - Business E-mail address of the dealership (if available). The Department will be communicating with dealers via e-mail; therefore, it is important for an applicant to provide on the application a business e-mail address for the dealership. Due to personnel changes, providing an employee's personal e-mail address is discouraged.
1. Correct line-make(s) that are currently being sold by the franchise dealer (VF) or recreational vehicle dealer (RV) at the dealership should be stated. **NOTE:** This should only be the line-make(s) that the Department has approved for the dealership to sell in the State of Florida.
  2. State the line-make(s) you are applying for.  
Enter "Used" if the supplemental location is for used vehicles only.
  3. Check the appropriate box depending on the type of business entity.
    - A. For Sole Proprietors and Partnerships: enter the owners or partners details giving the complete name, date of birth, proper proof of identification, home telephone number, daytime phone number, residence address.
    - B. State the correct and complete corporate name as registered with the Division of Corporations with the corporate headquarters business address. Enter the officer(s) detail giving the complete name, date of birth, proper proof of identification, home telephone number, daytime phone number, and residence address.
    - C. If an officer has several officer statuses; please enter all the information and indicate "same as above for the other statuses for the officer. **Example:** If Mr. John Doe is a President, Vice President, Secretary and Treasurer; Mr. John Doe must be listed on Page 2 as a President and indicated as "same as above" for the other officer statuses that he holds in the dealership.  
Acceptable forms of proof of identification:
      - A Florida driver license or identification card, an out of state driver license or identification card;
      - A US passport;
      - A Canadian driver license, identification card, or passport;
      - A driver license or identification card from any US Territory (American Samoa, Guam, Marianas, Puerto Rico, and the US Virgin Islands); and
      - An out of country passport.A copy of the proof of identification **must** be submitted with your application form to the Department unless the proof of identification submitted is a Florida Driver License or identification card.  
  
**Please note:** If you are submitting a Florida Driver License or identification card as proof of identification; you must enter the Florida Driver License number or identification card number in the field provided on the application.
  4. State the date of acquisition if the place of business is owned by the applicant.  
State "leased" if the place of business is a leased location.

**The next section of this application is a series of certification statements required by Florida Law.**

**Required of Motor Vehicle Dealer License Applicants** - Motor vehicle dealer license applicants must sign this statement. Please read and understand this information prior to signing. The license will not be issued if this statement is not signed and dated.

The following certification is not required of **Motor Vehicle Dealers**. However, if this application is for a **Mobile Home and/or Recreational Vehicle Dealer** this information must be completed and the appropriate boxes checked.

5. Each officer must complete page 5 of the application. Notarization of page 5 is required.

All charging documents regarding the arrest and any disposition documents must be submitted with the application, if the boxes for felony conviction have been checked. Page 5 must be completed and signed by all incoming new officer for a corporate update modification and must be notarized.

**CERTIFICATION** – Page 5 of the application is a “Certification” that must be completed by all officers listed in the application for the dealership. This statement is a perjury clause, please read and understand this statement prior to signing. Applicant’s signature and all listed officer(s) must be notarized prior to submission of this form. The applicant can make copies of page 5, if the dealership has more than one officer.

**Please note:** Page 5 must be completed by all incoming new officers and must be notarized for a corporate update modification.

#### **REQUIRED DOCUMENTS FOR AN ORIGINAL LICENSE**

**The business location for the dealership for all license categories must be approved by a Division f Motorist Services representative prior to submitting an application to be licensed as a dealer.**

**The application must be completed in its entirety and signed by the dealer applicant. Care should be taken to avoid the use of whiteouts and strikethroughs.**

**Original license as an independent dealer (VI), wholesale dealer (VW), auction dealer (VA), salvage dealer (SD), franchise dealer (VF) or service facility (SF) must submit the following documents with the application:**

- Completed application form HSMV 86056.
- Fee of \$300 for each main location; applicant must make check payable to DHSMV.
- Original \$25,000 surety bond, form HSMV 86020, Surety Bond Motor Vehicle Dealer; or a letter of credit, form [HSMV 86057, Irrevocable Letter of Credit Motor Vehicle Dealer](#).
- Copy of lease for location or proof of ownership.
- Copy of the pre-licensing dealer training course completion certificate from a Department approved Dealer Training School. A list of the [Department approved Dealer Training Schools](#) is available online.
- Independent dealers (VI), Auction dealers (VA), Wholesale dealers (VW), and Salvage dealers (SD) have the option to submit a copy of:
  - A garage liability insurance certificate which shall 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 insurance policy coupled with a business automobile policy, which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection.

- Franchise dealers (VF) must submit a garage liability insurance certificate which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection.
- Copy of registration of business and/or fictitious trade name(s) with Florida's Secretary of State, Division of Corporations (available on-line at [www.sunbiz.org](http://www.sunbiz.org)).
- Copy of corporate papers, corporate meeting minutes showing the election of corporate directors; Articles of Incorporation if the dealership is a Corporation or Incorporation; Articles of Organization and Operating Agreement if the dealership is a Limited Liability Company; or a Partnership Agreement if the dealership is a Partnership.
- Sales tax number. This can be obtained from the State of Florida, Department of Revenue.
- Federal employer identification number. This can be procured from the U.S. Internal Revenue Service.
- Fingerprints and applicable fees (\$54.25 per person). Fingerprint cards are available at the [Division of Motorist Services Regional Offices](#).

**Original license as a mobile home dealer (DH), mobile home broker (BH) or recreational vehicle dealer (RV/RU) must submit the following documents with the application**

- Completed application, HSMV Form 86056.
- Fee of \$300 for each main location; applicant must make check payable to DHSMV.
- Annual fee of \$40 required for the Mobile Home and Recreational Vehicle Trust Fund.
- Mobile home dealers must submit original \$25,000 Surety Bond, [HSMV Form 86018, Surety Bond Mobile Home Dealer](#); or a [letter of credit, HSMV Form 86058, Irrevocable Letter of Credit Mobile Home Dealer](#). A mobile home dealer with more than four supplemental locations must submit an original surety bond in the amount of \$50,000. HSMV Form 86018; or a letter of credit, HSMV Form 86058, Irrevocable Letter of Credit Mobile Home Dealer.
- Recreational vehicle dealers must submit original \$10,000 surety bond, HSMV 86019; A recreational vehicle dealer with more than four supplemental locations must submit an original surety bond in the amount of \$20,000 on HSMV Form 86019;
- Recreational vehicle dealers and mobile home dealers selling recreational vehicles must submit a copy of a garage liability insurance certificate which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection.
- Copy of lease for location or proof of ownership.
- Copy of the pre-licensing dealer training course completion certificate from a Department approved Dealer Training School. A list of the [Department approved Dealer Training Schools](#) is available online.
- Copy of registration of business and/or fictitious trade name(s) with Florida's Secretary of State, Division of Corporations (available on-line at [www.sunbiz.org](http://www.sunbiz.org))
- Copy of corporate papers, corporate meeting minutes showing the election of corporate directors; Articles of Incorporation if the dealership is a Corporation or Incorporation; Articles of Organization and Operating Agreement if the dealership is a Limited Liability Company; or a Partnership Agreement if the dealership is a Partnership.
- Sales tax number. This can be obtained from the State of Florida, Department of Revenue.
- Federal employer identification number. This can be obtained from the U.S. Internal Revenue Service.
- Fingerprints and applicable fees (\$54.25 per person).
- Completed [Registration of Mobile Home Dealer's Salesperson\(s\) form, HSMV 84045](#), (available on-line).

## **CORPORATE UPDATE**

### **Documents required for corporate update for all categories of dealer licenses:**

- Completed application, HSMV form 86056.
- Minutes of the meeting.
- A copy of the corporate changes registration with the Division of Corporations at [www.sunbiz.org](http://www.sunbiz.org).
- Fingerprint Card(s) for each new officer.
- Fingerprint Fee \$54.25 per new officer.

All new officers and directors registered with the Division of Corporations must be listed on the application and must be fingerprinted.

**The application must be completed in its entirety and signed by the dealer applicant. Care should be taken to avoid the use of whiteouts and strikethroughs. For further information, please refer to the instruction booklet and general requirements for Motor vehicle dealers.**