

Instructions for Completing Form HSMV 86720 Renewal Application

Acceptable Proof of Identification Includes:

- 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 renewal form to the Department unless the proof of identification submitted is a Florida driver license or identification card.

REQUIRED DOCUMENTATION - (must be submitted with HSMV 86720 Renewal Application Form)

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

Primary Location:

- Completed license renewal application form HSMV 86720.
- \$75 renewal fee for the primary 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).

Supplemental Location:

- A completed license renewal application form HSMV 86720.
- \$50 renewal fee. Make check payable to DHSMV.
- A copy of the surety bond, irrevocable letter of credit, or continuation certificate in the amount of \$25,000 that was submitted with the primary location renewal application.
- A copy of the certificate of garage liability insurance that was submitted with the primary location renewal application. This certification 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. Copy of the Certificate of garage liability insurance is required and must be signed by the garage liability insurance agent

INDEPENDENT (VI), WHOLESALE (VW), AUCTION (VA), AND SALVAGE (SD) MOTOR VEHICLE DEALERS are required to submit the following documentation with their renewal application:

Primary Location:

- Completed license renewal application form HSMV 86720.
- \$75 renewal fee for the primary 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) (on-line access at www.sunbiz.org).

Supplemental Location:

- Completed license renewal application form HSMV 86720 including current business e-mail address (if you have one).
- \$50 renewal fee.
- A copy of the surety bond, irrevocable letter of credit, or continuation certificate that was filed with the renewal of the primary lot.
- A copy of the certificate of garage liability insurance or a general liability insurance policy coupled with business automobile policy that was submitted with the primary location renewal application. This certification 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. Copy of the certificate of garage liability insurance or general liability insurance is required and must be signed by the insurance agent.

MOBILE HOME DEALERS (DH), and MOBILE HOME BROKERS (BH) are required to submit the following documentation with their renewal application:

Primary Location:

- Completed license renewal application form HSMV 86720.
- \$140 renewal fee for the primary 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).

Supplemental Location:

- Completed license renewal application form HSMV 86720 including current business e-mail address (if you have one).
- \$50 renewal fee.
- A copy of the surety bond, irrevocable letter of credit, or continuation certificate that was filed with the renewal of the primary lot.

RECREATIONAL VEHICLE DEALERS (RV and RU) are **required** to submit the following documentation with their renewal application:

Primary Location:

- Completed license renewal application form HSMV 86720.
- \$140 renewal fee for the primary 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).

Supplemental Location:

- Completed license renewal application form HSMV 86720 including current business e-mail address (if you have one).
- \$50 renewal fee.
- A copy of the surety bond, irrevocable letter of credit, or continuation certificate that was filed with the renewal of the primary lot.
- A copy of the garage liability insurance certificate that was filed with the renewal of the primary location.

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.

901 S State Road 7, Suite 280
Hollywood, Florida 33023
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