



STATE OF FLORIDA  
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
DIVISION OF MOTORIST SERVICES  
DEALER LICENSE SECTION  
2900 Apalachee Parkway, Room A312 – MS 65  
Tallahassee, Florida 32399

APPLICATION FOR A LICENSE AS A MOTOR VEHICLE OR RECREATIONAL VEHICLE  
MANUFACTURER, IMPORTER, OR DISTRIBUTOR OR A MOBILE HOME MANUFACTURER

OFFICE USE ONLY

Do not use white out or correction tape on this application

1. Pursuant to Sections 320.60-320.70, 320.3203, or 320.8225, Florida Statutes, I hereby make application and submit the required documentation for a license, or modifications as:

Entered By: \_\_\_\_\_  
Approved By: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> MD Motor Vehicle Distributor – 320.60, F.S.           | <input type="checkbox"/> Original Application      |
| <input type="checkbox"/> MI Motor Vehicle Importer – 320.60, F.S.              | Modification:                                      |
| <input type="checkbox"/> MV Motor Vehicle Manufacturer – 320.60, F.S.          | <input type="checkbox"/> Corporate Update          |
| <input type="checkbox"/> MH Mobile Home Manufacturer – 320.8225, F.S.          | <input type="checkbox"/> Name Change               |
| <input type="checkbox"/> MR Recreational Vehicle Manufacturer – 320.8225, F.S. | <input type="checkbox"/> Change of Location        |
| <input type="checkbox"/> RD Recreational Vehicle Distributor – 320.8225, F.S.  | <input type="checkbox"/> Postal Update             |
| <input type="checkbox"/> RI Recreational Vehicle Importer – 320.8225, F.S.     | <input type="checkbox"/> Change of Mailing Address |

LICENSE NUMBER

ISSUE DATE

AMOUNT

CHECK NUMBER

CRS PAYMENT  
NUMBER

DATE  
APPLICATION WAS  
RECEIVED IN  
DEALER LICENSE  
SECTION

DATE  
APPLICATION WAS  
COMPLETED

FRVIS CUSTOMER  
NUMBER

Division of  
Corporations

- ☐ Active  
☐ Inactive

Current or Last License Number: \_\_\_\_\_

Licensee Name: \_\_\_\_\_

Fictitious (DBA) Name (s): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Street Address

City State Zip Code

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

Enter Mailing Address Even if Same as Physical Address (Street or Post Office Box)

City State Zip Code

Business Telephone Number: ( ) Cell Number: ( )

Business Email Address: Fax Number: ( )

Federal Employer Identification Number: \_\_\_\_\_

Proof of Identification#/DL#, If Sole Proprietor or Partnership : \_\_\_\_\_

Please see instruction guide for acceptable proof of identification

2. Line make(s) of vehicle(s) and/or unit(s) manufactured, distributed, or imported: \_\_\_\_\_

Motorcycles greater than 50cc: Motorcycles 50cc or less:

Low Speed Vehicles Mini Trucks Tri-Vehicle

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

**A. SOLE OWNER:**

Last Name First Name Middle Initial

Date of Birth FL DL/ID# (If other proof of ID is used, attach copy) Phone Number w/ Area Code (FRVIS Customer Number – Office Use Only)

Residence Address City State Zip Code

**B. PARTNERS:**

Last Name First Name Middle Initial

Date of Birth FL DL/ID# (If other proof of ID is used, attach copy) Phone Number w/ Area Code (FRVIS Customer Number – Office Use Only)

Residence Address City State Zip Code

**APPLICATION FOR A LICENSE AS A MOTOR VEHICLE OR RECREATIONAL VEHICLE MANUFACTURER, IMPORTER, DISTRIBUTOR,  
OR MOBILE HOME MANUFACTURER**

**PARTNERS continued:**

Last Name		First Name		Middle Initial
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)	Phone Number w/ Area Code	(FRVIS Customer Number – Office Use Only)	
Residence Address		City	State	Zip Code

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

Corporate Name				
Corporate Headquarters Business Address		City	State	Zip Code
Date Corporation Registered with Florida Secretary of State				
State or County of Incorporation				

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

Last Name		First Name		Middle Initial
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)	Phone Number w/ Area Code	(FRVIS Customer Number – Office Use Only)	
Residence Address		City	State	Zip Code

**VICE PRES /MGR/MEMBER/PARTNER:**

Last Name		First Name		Middle Initial
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)	Phone Number w/ Area Code	(FRVIS Customer Number – Office Use Only)	
Residence Address		City	State	Zip Code

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

Last Name		First Name		Middle Initial
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)	Phone Number w/ Area Code	(FRVIS Customer Number – Office Use Only)	
Residence Address		City	State	Zip Code

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

Last Name		First Name		Middle Initial
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)	Phone Number w/ Area Code	(FRVIS Customer Number – Office Use Only)	
Residence Address		City	State	Zip Code

**DIRECTOR:**

Last Name		First Name		Middle Initial
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)	Phone Number w/ Area Code	(FRVIS Customer Number – Office Use Only)	
Residence Address		City	State	Zip Code

**Please attach the following items to application:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>◆ A current financial statement (Motor Vehicle or Recreational Vehicle Manufacturers, Distributors, and Importers or Mobile Home Manufacturers);</li> <li>◆ Surety bond or irrevocable letter of credit (Mobile Home Manufacturers);</li> <li>◆ Surety bond (Recreational Vehicle Manufacturers, Distributors, or Importers);</li> <li>◆ A copy of the product warranty;</li> <li>◆ A list of authorized Florida dealers;</li> <li>◆ License Fee of \$300 for Motor Vehicle Manufacturer, Importer, or Distributor and \$340 for Mobile Home Manufacturer and Recreational Vehicle Manufacturer, Importer, or Distributor. Make checks payable to DHSMV;</li> </ul> | <ul style="list-style-type: none"> <li>◆ Copies of all applicable preparation and delivery charge agreements;</li> <li>◆ Copies of all applicable warranty labor rates and parts agreements;</li> <li>◆ Articles of Incorporation or Articles of Organization and Operating Agreement, or Partnership Agreement;</li> <li>◆ Photos of the vehicles, with specifications;</li> <li>◆ Copy of fictitious name registered with Secretary of State;</li> <li>◆ 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 <a href="http://www.sunbiz.org">www.sunbiz.org</a>); and</li> <li>◆ Manufacturer's Statement of Origin as per State of Florida requirements.</li> </ul> |
|--|--|

**Please refer to the attached checklist for further requirements.**

**Under penalty of perjury, I do swear and affirm that the information contained in this application is true and correct. I further affirm that I am authorized to bind the application with my signature.**

Officer	Printed Name	Title	Date
---------	--------------	-------	------



2900 Apalachee Parkway  
Tallahassee, Florida 32399-0500  
[www.flhsmv.gov](http://www.flhsmv.gov)

---

**RE: Licensing Requirements for Manufacturer, Distributor, or Importer License**

The enclosed packet contains forms necessary to make application for either of the above referenced licenses. When you have completed both sides of the application and have provided supporting documents, listed on the enclosed check list, mail them to the Division of Motorist Services with a check in the appropriate amount. For a Motor Vehicle Manufacturer, Importer, or Distributor license, please submit a check in the amount of \$300. And for a Mobile Home Manufacturer or Recreational Vehicle Manufacturer, Distributor, Importer or a Van Converter license, please submit a check in the amount of \$340. Please make the check payable to the Department of Highway Safety and Motor Vehicles (DHSMV).

Mail applications to the following address:

Bureau of Dealer Services  
Neil Kirkman Building  
Room A312, MS #65  
2900 Apalachee Parkway  
Tallahassee, Florida 32399-0635

If you have any questions or need additional information, please contact our office at 850-617-3003.

Enclosures

**Division of Motorist Services, Bureau of Dealer Services, Dealer Licensing Section**  
**Neil Kirkman Building, Room A312, MS-65, 2900 Apalachee Parkway**  
**Tallahassee, Florida 32399-0635, 850-617-3003**  
<http://www.flhsmv.gov>

# **Instruction Guide**

## **HSMV 84256 Application Form**

Acceptable Proof of Identification for Sole Proprietor or Partnership 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.

**Check List**  
**Manufacturer, Importer, or Distributor of Motorcycles**  
**With an Engine Displacement of 50cc or Less**

- ☐ 1. Complete both sides of application form.
  - ☐ 2. Distributor or Importer applicants must provide copies of an agreement between the manufacturer and themselves authorizing the applicant to distribute or import the manufacturer's vehicles. The agreement must be dated and signed by both parties.
  - ☐ 3. A current financial statement must be included with application.
  - ☐ 4. A certified copy of the product warranty in any way connected with the motor vehicle or any component thereof must be submitted with application.
  - ☐ 5. Federal Employer Identification Number must be submitted with application.
  - ☐ 6. For corporations, a copy of their Articles of Incorporation as file with the Division of Corporations in the office of Secretary of State must be submitted with the application. A foreign corporation (i.e., one from out-of-state) must also submit a copy of its Articles of Incorporation as filed with Secretary of State or a copy of its Articles of Incorporation as filed in their home state; Limited Liability Companies must submit a copy of their Articles of Organization and Operating Agreement with the application; or Partnerships must submit a copy of their partnership agreement with the application.
  - ☐ 7. Proof of registration with the Florida Secretary of State, Division of Corporations to conduct business in Florida, must be provided with your application. You may find information about this process on-line from the Division of Corporations at [www.sunbiz.org](http://www.sunbiz.org).
  - ☐ 8. Proof of registration of fictitious name(s) with the Florida Secretary of State, Division of Corporations (on-line access at [www.sunbiz.org](http://www.sunbiz.org)).
  - ☐ 9. A check payable to the Department of Highway Safety and Motor Vehicles (DHSMV) in the amount of \$300 must be submitted with application.
  - ☐ 10. A photo of the vehicle(s) being manufactured, distributed or imported, or a brochure with pictures and specifications of the vehicle(s) must be included with application.
  - ☐ 11. An affidavit stating that the line-make(s) meets all certification requirements set forth by the U.S. Department of Transportation must be submitted with application.
  - ☐ 12. World Manufacturing Identifier (WMI) – Further information regarding registration as a manufacturer, Importer or Distributor may be obtained on-line from the National Highway Traffic Safety Administration at [www.nhtsa.gov](http://www.nhtsa.gov). Before a manufacturer can offer motorcycles, with an engine displacement of 50cc's or less, for sale in the United States, a manufacturer must designate an agent for service of process in this country (Title 49 CFR 551.45) (Procedural Rules). It must also apply for its own world manufacturing identifier (WMI), comprising the first three characters of the vehicle identification number which must be affixed to the vehicles it manufactures. In addition:
    - Title 49 CFR part 565 (Vehicle Identification Number Requirements),
    - Title 49 CFR part 566 (Manufacturer Identification) and
    - Title 49 CFR part 567 (Certification), the certification label constitutes the manufacturer's certification that the motor vehicle "conforms to all applicable Federal Motor Vehicle Safety Standards in effect on the date of manufacture." Copies of any letters from NHTSA verifying that you have met these requirements must be provided to the Department with your application.
- Additional information on other requirements for new vehicle manufacturers can be obtained from NHTSA by phone at 202-366-5302, or by fax 202-493-0073, or on-line at [www.nhtsa.gov](http://www.nhtsa.gov).
- ☐ 13. Once the Department receives your completed application and required documents listed above, the Department will request the National Crime Information Center (NCIC) to assign you a "line-make" which will be reflected on your Manufacturer's Statement of Origin (MSO) or your Manufacturer's Certificate of Origin (MCO). Once the line-make has been assigned by NCIC, the Department will fax or email you a sample of the MSO. Please provide the Department an original sample of your MSO or MCO based on the faxed or emailed sample. You may stamp "VOID" or "SPECIMEN" across the front of the MSO. The MSO or MCO must be printed in accordance with the attached specification set forth by the State of Florida. If the vehicle is an electric motorcycle the MSO or MCO must state the displacement of engine in Watts. If the vehicle is a gas powered motorcycle the displacement of the engine must be stated in cubic centimeters. **Please Note: Do not send the MSO or MCO with your application until your line-make has been assigned and the Department has faxed or emailed you a sample.**

**NOTE: Please submit the documents in the order requested on this checklist.**

**Check List**  
**Motor Vehicle Manufacturer, Importer, or Distributor (Including Motorcycles**  
**With an Engine Displacement of Greater Than 50cc's; Low Speed Vehicles, Mini-Trucks or Tri-Vehicles)**

- ☐ 1. Complete both sides of application form.
- ☐ 2. Distributor or Importer applicants must provide copies of an agreement between the manufacturer and themselves authorizing the applicant to distribute or import the manufacturer's vehicles. The agreement must be dated and signed by both parties.
- ☐ 3. A current financial statement must be included with application.
- ☐ 4. A certified copy of the product warranty in any way connected with the motor vehicle or any component thereof must be submitted with application.
- ☐ 5. Federal Employer Identification Number must be submitted with application.
- ☐ 6. For corporations, a copy of their Articles of Incorporation as file with the Division of Corporations in the office of Secretary of State must be submitted with the application. A foreign corporation (i.e., one from out-of-state) must also submit a copy of its Articles of Incorporation as filed with Secretary of State or a copy of its Articles of Incorporation as filed in their home state; Limited Liability Companies must submit a copy of their Articles of Organization and Operating Agreement with the application; or Partnerships must submit a copy of their partnership agreement with the application.
- ☐ 7. Proof of registration with the Florida Secretary of State, Division of Corporations to conduct business in Florida, must be provided with your application. You may find information about this process on-line from the Division of Corporations at [www.sunbiz.org](http://www.sunbiz.org).
- ☐ 8. Proof of registration of fictitious name(s) with the Florida Secretary of State, Division of Corporations (on-line access at [www.sunbiz.org](http://www.sunbiz.org)).
- ☐ 9. Pursuant to section 320.645, Florida Statutes, a licensed manufacturer, distributor or importer can either wholesale or retail. This means the law does not permit a licensed manufacturer, distributor or importer to engage in both retail and wholesale at the same time. Therefore, if you wish to wholesale through franchised dealers; a list of Florida dealers you intend to establish must be submitted with the application, or if you wish to retail by engaging in direct sale; you must submit an affidavit stating that you will be applying for your franchise dealer's license as soon as you are licensed by the Department as a manufacturer, distributor or importer.
- ☐ 10. Manufacturers of electric Low Speed Vehicles (LSV) – All Manufacturers Certificates of Origin (MCO) must include the statement: "This vehicle conforms to Federal Regulations under Title 49 CFR Part 571.500."
- ☐ 11. If applicable, a copy of dealer service agreement must be submitted with application.
- ☐ 12. An affidavit acknowledging the fact that the terms or provisions of the agreement, or any related documents, are not inconsistent with, or contrary to the provisions contained in sections 320.60-320.70, Florida Statutes. The affidavit must include any Franchise agreement offered to a motor vehicle dealer in this state and shall provide that all terms and conditions in such agreement inconsistent with the law and rules of this state are of no force and effect.
- ☐ 13. Copies of all applicable warranty labor rates and parts agreements must be provided with application.
- ☐ 14. A certified copy of all applicable preparation and delivery charge obligations of the dealer must be submitted with application.
- ☐ 15. Check payable to the Department of Highway Safety and Motor Vehicles (DHSMV) in the amount of \$300 must be submitted with application.
- ☐ 16. A photo of the vehicle(s) being manufactured, distributed or imported, or a brochure with pictures and specifications of the vehicle(s) must be provided with application.

**NOTE: Continue on next page**

## Check List

### Motor Vehicle Manufacturer, Importer, or Distributor (Including Motorcycles With an Engine Displacement of Greater Than 50cc's; Low Speed Vehicles, Mini-Trucks or Tri-Vehicles)

- ☐ 17. An affidavit stating that the line-make(s) meets all certification requirements set forth by the U.S. Department of Transportation must be submitted with application.
- ☐ 18. **World Manufacturing Identifier (WMI). Further information regarding registration as a manufacturer, Importer, or Distributor may be obtained on-line from the National Highway Traffic Safety Administration (NHTSA) at [www.nhtsa.gov](http://www.nhtsa.gov).** Before a manufacturer can offer motor vehicles for sale in the United States, a manufacturer must designate an agent for service of process in this country (Title 49 CFR 551.45) (Procedural Rules). It must also apply for its own world manufacturing identifier (WMI), comprising the first three characters of the vehicle identification number which must be affixed to the vehicles it manufactures. In addition:
  - Title 49 CFR part 565 (Vehicle Identification Number Requirements),
  - Title 49 CFR part 566 (Manufacturer Identification) and
  - Title 49 CFR part 567 (Certification), the certification label constitutes the manufacturers certification that the motor vehicle "conforms to all applicable Federal Motor Vehicle Safety Standards in effect on the date of manufacture." Copies of any letters from NHTSA verifying that you have met these requirements must be provided to the Department with your application.

Additional information on other requirements for new vehicle manufacturers can be obtained from NHTSA by phone at 202-366-5302, or by fax 202-493-0073, or on-line at [www.nhtsa.gov](http://www.nhtsa.gov).

- ☐ 19. Once the Department receives your completed application and required documents listed above, the Department will request the National Crime Information Center (NCIC) to assign you a "line-make" which will be reflected on your Manufacturer's Statement of Origin (MSO) or your Manufacturer's Certificate of Origin (MCO). Once the line-make has been assigned by NCIC, the Department will fax or email you a sample of the MSO. Please provide the Department an original sample of your MSO or MCO based on the faxed or emailed sample. You may stamp "VOID" or "SPECIMEN" across the front of the MSO. The MSO or MCO must be printed in accordance with the attached specification set forth by the State of Florida. If the vehicle is an electric motorcycle the MSO or MCO must state the displacement of engine in Watts. If the vehicle is a gas powered motorcycle the displacement of the engine must be stated in cubic centimeters. **Please Note: Do not send the MSO or MCO with your application until your line-make has been assigned and the Department has faxed or emailed you a sample.**

### **Additional Requirements for 1<sup>st</sup> and 2<sup>nd</sup> Stage Manufacturers**

- ☐ 20. Pursuant to section 320.60 (9), Florida Statutes, a manufacturer means any person, whether a resident or non-resident of this state, who manufactures or assembles motor vehicles or who manufactures or installs on previously assembled truck chassis special bodies or equipment which, when installed, form an integral part of the motor vehicle and which constitute a major manufacturing alteration. The term "Manufacturer" includes a central or principal sales corporation or other entity through which, by contractual agreement or otherwise, it distributes its products.
- ☐ 21. Pursuant to section 319.21(2), Florida Statutes, "When a motor vehicle is built in two or more stages, each manufacturer must provide a manufacturer's statement of origin for each stage." Such a manufacturer must be registered with the National Highway Traffic Safety Administration and must apply for a manufacturer's license with the Department. The second stage Manufacturer's Statement of Origin (MSO) from the final stage manufacturer of the incomplete chassis will reflect their own line-make (assigned by National Crime Information Center) and vehicle identification number (VIN) of the manufacturer of the truck chassis. A second stage manufacturer must provide both the first stage and second stage manufacturer's statement of origin to their dealers as they are both required in the title and registration process at the tax collectors' offices. Original samples of both the 1<sup>st</sup> and 2<sup>nd</sup> stage MCOs must be submitted with the application.

**NOTE: Continue on next page**



**Check List**  
**Motor Vehicle Manufacturer, Importer, or Distributor (Including Motorcycles**  
**With an Engine Displacement of Greater Than 50cc's; Low Speed Vehicles, Mini-Trucks or Tri-Vehicles)**

**Additional Requirements for Tri-Vehicle Manufacturers, Importers, or Distributors**

- ☐ 22. Please submit a copy of the registration from the National Highway Traffic Safety Administration certifying that the Tri-Vehicle is equipped with:
- Seats that are certified by the vehicle manufacturer to meet the requirements of Federal Motor Vehicle Safety Standard No. 207, "Seating Systems" (49 C.F.R. s. 571.207);
  - A steering wheel used to maneuver the vehicle;
  - A propulsion unit located forward or aft of the enclosed occupant compartment;
  - A seat belt for each vehicle occupant certified to meet the requirements of Federal Motor Vehicle Safety Standard No. 209, "Seat belt assemblies" (49 C.F.R. s. 571.209);
  - A windshield and an appropriate windshield wiper and washer system that are certified by the vehicle manufacturer to meet the requirements of Federal Motor Vehicle Safety Standard No. 205, "Glazing Materials" (49 C.F.R. s. 571.205) and Federal Motor Vehicle Safety Standard No. 104, "Windshield Wiping and Washing Systems" (49 C.F.R. s. 571.104); and
  - A vehicle structure certified by the vehicle manufacturer to meet the requirements of Federal Motor Vehicle Safety Standard No. 216, "Rollover crush resistance" (49 C.F.R. 274 s. 571.216).

Additional information on other requirements for new vehicle manufacturers can be obtained from NHTSA by phone at 202-366-5302, or by fax 202-493-0073, or on-line at [www.nhtsa.gov](http://www.nhtsa.gov).

**NOTE: Please submit the documents in the order requested on this checklist.**



**CHECK LIST**  
**Mobile Home Manufacturer Applicants**

- ☐ 1. Complete both sides of the application form, HSMV 84256.
- ☐ 2. Check payable to the Department of Highway Safety and Motorist Vehicles (DHSMV) in the amount of \$340 must be submitted with the application.
- ☐ 3. A current financial statement must be submitted with the application.
- ☐ 4. A copy of the product warranty must be included with the application.
- ☐ 5. Complete statement of any service agreement or policy to be utilized by the applicant must be submitted with this application.
- ☐ 6. Original surety bond or letter of credit in the amount of \$50,000 for mobile home manufacturers must be submitted with the application. Form HSMV 86050, Surety Bond Mobile Home Manufacturer can be accessed on the Department's website at [www.flhsmv.gov/pdf/forms/86050.pdf](http://www.flhsmv.gov/pdf/forms/86050.pdf).
- ☐ 7. Federal Employer Identification Number (FEID) must be submitted with application.
- ☐ 8. For corporations, a copy of their Articles of Incorporation as file with the Division of Corporations in the office of Secretary of State must be submitted with the application. A foreign corporation (i.e., one from out-of-state) must also submit a copy of its Articles of Incorporation as filed with Secretary of State or a copy of its Articles of Incorporation as filed in their home state; Limited Liability Companies must submit a copy of their Articles of Organization and Operating Agreement with the application; or Partnerships must submit a copy of their partnership agreement with the application.
- ☐ 9. Proof of registration with the Florida Secretary of State, Division of Corporations, to conduct business in Florida, must be submitted with application. Further information about this process can be accessed on-line at the Division of Corporations at [www.sunbiz.org](http://www.sunbiz.org).
- ☐ 10. Proof of registration of fictitious name(s) with the Florida Secretary of State, Division of Corporations must be submitted with the application. Further information about this process can be accessed on-line from the Division of Corporations at [www.sunbiz.org](http://www.sunbiz.org).
- ☐ 11. A sample of your original Manufacturer's Statement of Origin (MSO) or Manufacturers Certificate of Origin (MCO) your company intends to issue must be submitted with your application. The MSO or MCO must be printed in accordance with the attached specification set forth by the State of Florida. The MSO can be stamped "Void" or "Specimen" across the front.

**NOTE: Please submit the documents in the order requested on this checklist.**

## **CHECK LIST**

### **Recreational Vehicle Manufacturer, Distributor, or Importer License Applicants**

- ☐ 1. Complete both sides of the application form, HSMV 84256.
- ☐ 2. Check payable to the Department of Highway Safety and Motor Vehicles (DHSMV) in the amount of \$340 must be submitted with the application.
- ☐ 3. Distributor or Importer applicants must provide copies of an agreement between the manufacturer and themselves authorizing the applicant to distribute or import the manufacturer's recreational vehicles. The agreement must be dated and signed by both parties.
- ☐ 4. A current financial statement must be submitted with the application.
- ☐ 5. A copy of the product warranty must be included with the application.
- ☐ 6. Surety bond in the amount of \$10,000 for recreational vehicle manufacturers, distributors or importers must be submitted with the application. Form HSMV 86051, Surety Bond Recreational Vehicle Manufacturer or Van Converter, can be accessed on the Department's website at [www.flhsmv.gov/pdf/forms/86051.pdf](http://www.flhsmv.gov/pdf/forms/86051.pdf).
- ☐ 7. Federal Employer Identification Number (FEID) must be submitted with application.
- ☐ 8. For corporations, a copy of their Articles of Incorporation as file with the Division of Corporations in the office of Secretary of State must be submitted with the application. A foreign corporation (i.e., one from out-of-state) must also submit a copy of its Articles of Incorporation as filed with Secretary of State or a copy of its Articles of Incorporation as filed in their home state; Limited Liability Companies must submit a copy of their Articles of Organization and Operating Agreement with the application; or Partnerships must submit a copy of their partnership agreement with the application.
- ☐ 9. Proof of registration with the Florida Secretary of State, Division of Corporations, to conduct business in Florida, must be submitted with application. Further information about this process can be accessed on-line at the Division of Corporations at [www.sunbiz.org](http://www.sunbiz.org).
- ☐ 10. Proof of registration of fictitious name(s) with the Florida Secretary of State, Division of Corporations, must be submitted with the application. Further information about this process can be accessed on-line from the Division of Corporations at [www.sunbiz.org](http://www.sunbiz.org).
- ☐ 11. The Florida law does not permit a licensed manufacturer, distributor or importer to engage in both retail and wholesale at the same time. Therefore, if you wish to wholesale through Florida dealers; a list of Florida dealers you intend to establish must be submitted with the application, or if you wish to retail by engaging in direct sale; you must submit an affidavit that you will be applying for your recreational vehicle dealer license as soon as you are licensed by the Department as a manufacturer, distributor or importer.
- ☐ 12. If applicable, a copy of the dealer service agreement must be submitted with the application.
- ☐ 13. A photo of the recreational vehicle(s) being manufactured, distributed or imported; or a brochure with pictures and specifications of the recreational vehicle(s) must be included with the application.

**NOTE: Continue on next page**

## CHECK LIST

### Recreational Vehicle Manufacturer, Distributor, or Importer License Applicants

- 14. A. An affidavit stating that the recreational vehicle line-make(s) meets the Uniform Standards Code approved by the American National Standards Institute, ANSI A-119.2.
- B. An affidavit stating that the park trailer meets the Uniform Standards Code approved by the American National Standards Institute, ANSI A-119.5 or the U.S. Department of Housing and Urban Development standard for park trailers certification as meeting that standard.

**Please Note:** This affidavit is not required for conversion companies that add living quarters to trailers.

- 15. World Manufacturing Identifier (WMI) – Further information regarding registration as a manufacturer, distributor or importer may be obtained on-line from the National Highway Traffic Safety Administration (NHTSA) at [www.nhtsa.gov](http://www.nhtsa.gov). The certification constitutes the manufacturer's certification **label** that the recreational vehicle "conforms to all applicable Federal Motor Vehicle Safety Standards in effect on the date of manufacture." Copies of any letters from NHTSA verifying that the manufacturer has met these requirements must be provided to the Department with the application.

Additional information and requirements for new recreational vehicle manufacturers can be obtained from NHTSA by phone at 202-366-5302, or by fax at 202-493-0073, or on-line at [www.nhtsa.gov](http://www.nhtsa.gov).

**Please Note:** The above stated NHTSA registration is not required for applicants applying for a recreational vehicle manufacturer's license for park model trailers.

**The above stated NHTSA registration is not required for conversion companies that add living quarters to trailers applying for a recreational vehicle manufacturer's license.**

- 16. Conversion companies that add living quarters to trailers must submit a copy of their registration with NHTSA for Title 49 CFR Part 567.2 -.3 -.4 etc., where an alterer must affix its alterer's certification label adjacent to the original manufacturer's certification label (in the case of a trailer altered to include living quarters). The pair of certification labels must be visible at the left (driver's side) front corner of the trailer. For further information and requirements, please contact NHTSA by telephone at 202-366-5302, or by fax at 202-493-0073, or visit NHTSA on-line at [www.nhtsa.gov](http://www.nhtsa.gov).
- 17. Once the Department receives your completed application and required documents listed above, the Department will request the National Crime Information Center (NCIC) to assign you a "line-make" which will be reflected on your Manufacturer's Statement of Origin (MSO) or your Manufacturer's Certificate of Origin (MCO). Once the line-make has been assigned by NCIC, the Department will fax or email you a sample of the MSO. Please provide the Department an original sample of your MSO or MCO based on the faxed or emailed sample. You may stamp "VOID" or "SPECIMEN" across the front of the MSO. The MSO or MCO must be printed in accordance with the attached specification set forth by the State of Florida.  
**Please Note:** Do not send the MSO or MCO with your application until your line-make has been assigned and the Department has faxed or emailed you a sample.

- 18. Additional Requirements For Conversion Companies:  
Submit 1<sup>st</sup> and 2<sup>nd</sup> Stage Manufacturer's Certificate of Origin as per section 319.21 (2), Florida Statutes.

**NOTE:** Please submit the documents in the order requested on this checklist.

## **Specifications for Printing a Manufacturer's Certificate of Origin (MCO) for Motor Vehicles**

**SECURITY FEATURES** – All Certificates of Origin should contain the following nine security features:

1. Paper: (a) Sensitized Security Paper – paper that is reactive to chemicals commonly used to alter documents.  
(b) Non-Optical Brightener Paper – paper without added optical brighteners which will not fluoresce under ultraviolet light.
2. Engraved Border – a border produced from engraved art work which shall appear on the front of the document.
3. (a) Prismatic – rainbow printing which is used as a deterrent to color copying, and/or  
(b) Copy Void Pantograph – the word "void" appears when the document is copied.
4. Complex Colors – colors which are developed by using a mixture of two or more of the primary colors (red, yellow, or blue) and black if required.
5. Erasable Fluorescent Background Inks – fluoresces under ultraviolet light and reacts to any attempts to erase in such a manner as to be immediately detectable.
6. Background Security Designed – a repetitious design consisting of a pattern which hinders counterfeiting efforts.
7. Microline - a line of small alpha characters in capital letters which requires a magnifying glass to read.
8. Consecutively Numbered – documents that contain a number, which is consecutively numbered for control purposes.
9. (a) Security Thread – with or without watermark, and/or  
(b) Intaglio Print – with or without latent image.

**Document Size** – "Certificate of Origin" size specification shall be seven (7) inches by eight (8) inches.

**Paper Stock** – Sixty (60) pound offset or equivalent durability.

**Construction** – Unless otherwise specified by the user, the forms should be constructed and fan-folded on high-speed printed computer printer and/or continuous typewriters.

**Layout** – Text matter space for 1/10 inch horizontal and 1/6 inch deep character per AAMVA H-12 Policy for standard format.

**Facility Security** – To ensure the integrity of the manufactures "Certificate of Origin", the user should require the vendor to maintain secure printing and storage facilities.

(Revised 1990)

## **Bank Paper Printing Companies**

### American Bank Note Company

711 Armstrong Lane  
Columbia, Tennessee 38401  
1-888-388-3003

### Midwest Bank Note Company

46001 Five Mile Road  
Plymouth, Michigan 48170  
734-451-2222

### De La Rue Security Printing

100 Power Court  
Dulles, Virginia 20166  
703-450-1300 ext. 248 or 223

### Colonial Banknote Company

155 Wild Hedge Lane  
Mountainside, New Jersey 07092  
1-800-715-4010

### **Important Information for all Manufacturers, Distributors and Importers of Gas Powered and Electric Motorcycles**

In order to ensure no delay at the Tax Collectors' Offices when processing titles and registrations for gas powered and electric motorcycles, the Department would like to share some important information with you.

The Department licenses manufacturers, importers and distributors of both electric and gas powered vehicles. For title and registration purposes the following information is essential on the Manufacturer's Certificate of Origin (MCO) or Manufacturer's Statement of Origin (MSO):

- If the vehicle is an electric motorcycle the MSO or MCO must state the displacement of engine in Watts.
- If the vehicle is a gas powered motorcycle the displacement of the engine must be stated in cubic centimeters.

### **Conversion Table for Watts to bhp to cc.**

The following conversion factor can be used to help you when titling electric motorcycles

<b>Engine Output in Watts</b>	<b>Engine Output in bhp</b>	<b>Engine Displacement in cc</b>	<b>Type of Vehicle</b>	<b>Manufacturers, Importers and Distributors must be licensed by the Department</b>	<b>Dealer or person must be licensed by the Department as a franchise dealer</b>
1492 Watts or less	2.0 hp or less	50cc or less	Motorcycle	YES	NO
Greater than 1492 Watts	Greater than 2.0 hp	Greater than 50cc	Motorcycle	YES	YES

### **PLEASE NOTE:**

An MCO with an engine output greater than 1492 Watts or greater than 2.0 bhp will be considered a motorcycle with an engine displacement greater than 50cc.

An MCO with an engine output 1492 Watts or less or 2.0 bhp or less will be considered a motorcycle with an engine displacement of 50cc or less.

Pursuant to section 322.01(26), Florida Statutes, a "Motorcycle" means a motor vehicle powered by a motor with a displacement of more than 50 cubic centimeters, having a seat or saddle for the use of the rider, and designed to travel on not more than three wheels in contact with the ground, but excluding a tractor or moped. This law covers drivers of motorcycles. This helps the Division of Motorist Services determine whether motorcycle endorsements are required. If the bike falls outside the definition, the purchaser is not required to obtain an endorsement on their driver's license.

Pursuant to section 320.01(27), Florida Statutes, "Motorcycle" means any motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, but excluding a tractor, a moped, or a vehicle in which the operator is enclosed by a cabin. This law helps tax collector offices across the state determine how a vehicle should be titled and registered. As you can see, the displacement in cubic centimeters is not mentioned here, however, we capture this information in our database and law enforcement uses it to determine if the person driving the bike needs an endorsement.

Manufacturers, importers or distributors of motorcycles regardless of the engine displacement must be licensed by the Department. Section 320.27, Florida Statutes, requires persons who sell motorcycles with a displacement greater than 50 cubic centimeters (cc) (equivalent to greater than 2 bhp or greater than 1492 Watts) to be licensed by this Department. Motorcycles with an engine displacement 50 cubic centimeters (cc) or less, (equivalent to 2 bhp or less or 1492 watts or less) can be sold by anyone provided the manufacturer, importer or distributor is licensed by the Department.

As a part of the licensing procedure the Department provides assistance to the licensee regarding the accuracy of information listed on their MCO so that the tax collector community can title and register the vehicle properly.

In order to facilitate the process of title and registration at the Tax Collectors' Offices; the Department requires manufacturers, importers and distributors to state the displacement in cubic centimeters for gas powered motorcycles or watts for electric motorcycles on the Manufacturer's Statement of Origin.

**The following information is required on an MCO.**

- Name of the manufacturer registered with National Highway Traffic Safety Administration (NHTSA) on the top of the MCO;
- Correct Vehicle Identification Number (VIN) as assigned by NHTSA;
- Correct National Crime Information Center (NCIC) assigned line-make under the "make";
- Correct body type;
- Correct displacement expressed in cc if the vehicle is a gas powered motorcycle; or correct displacement in watts if the vehicle is an electric motorcycle;
- Name of the licensed manufacturer, distributor or importer at the bottom of the MCO;
- Name and address of the licensed franchise dealer in the middle if the vehicle is a motorcycle greater than 50cc or greater than 2 bhp or greater than 1492 watts;
- Name of the purchaser in the middle if the vehicle is a motorcycles is 50cc or less or 2 bhp or less or 1492 watts or less.

Please note that the displacement in cc can be stated anywhere on the MCO.

Sincerely  
Bureau of Dealer Services  
Dealer License Section



# Sample

## Motor Vehicles and Mini-Trucks

### CERTIFICATE OF ORIGIN FOR A VEHICLE

Manufacturer's Name  
must appear here.

**Manufacturer's Name**  
**Example: Generic Motor Vehicle Corporation**

DATE

INVOICE NO.

Enter Invoice No.

VEHICLE IDENTIFICATION NO.

YEAR

MAKE

**999999999999999999**

**2009**

**ABCD**

Line Make must  
appear here.

BODY TYPE

SHIPPING WEIGHT

Enter Vehicle Type

Enter Shipping Weight

H.P. (S.A.E.)

G.V.W.R.

NO. CYLS.

SERIES OR MODEL

Enter G.V.W.R.

Enter No. CYLS.

Enter Series or Model

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

**Dealer Name**  
**DealerAddress**

Name of Manufacturer, Importer,  
or Distributor Licensed by the  
Department must appear here.

The full name and address of your dealer  
retailer must appear here.

**Name of Manufacturer, Importer, or Distributor**  
**License (License Number)**

BY: **Signature**

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(AGENT)

**A 0000000**

**Address of Manufacturer, Importer, or Distributor**

CITY-STATE

Address of Manufacturer, Importer, or  
Distributor must appear here.

Upon being assigned your license - your  
license number should appear next to  
your company's name.

# Sample

## Electric Motorcycles with an Engine Displacement Greater than 1492 Watts

**CERTIFICATE OF ORIGIN FOR A VEHICLE**

Manufacturer's Name  
must appear here.

**Manufacturer's Name**  
**Example: Generic Motorcycle Corporation**

DATE

INVOICE NO.

VEHICLE IDENTIFICATION NO.

YEAR

MAKE

Enter Invoice No.

**999999999999999999**

**2010**

**ABCD**

Line Make must  
appear here.

BODY TYPE

SHIPPING WEIGHT

**Motorcycle**

Enter Shipping Weight

H.P. (SAE)

G.V.W.R.

NO. CYLS.

SERIES OR MODEL

**# of Watts**

Enter No. CYLS.

Enter Series or Model

Enter G.V.W.R.

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.  
NAME OF DISTRIBUTOR, DEALER, ETC.

**Name of Dealership  
Dealership Address**

Name of Manufacturer, Importer,  
or Distributor Licensed by the  
Department must appear here.

The full name and address of your dealer  
retailer must appear here.

**Name of Manufacturer, Importer, or Distributor  
License (License Number)**

BY **Signature**

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(AGENT)

**A 0000000**

**Address of Manufacturer, Importer, or Distributor**

CITY, STATE

Address of Manufacturer, Importer, or  
Distributor must appear here.

Upon being assigned your license - your  
license number should appear next to  
your company's name.



**Sample**  
**Motorcycles with an Engine Displacement**  
**Greater than 50cc**

**CERTIFICATE OF ORIGIN FOR A VEHICLE**

**Manufacturer's Name**  
**Example: Generic Motorcycle Corporation**

DATE \_\_\_\_\_ INVOICE NO. \_\_\_\_\_  
Enter Invoice No.

VEHICLE IDENTIFICATION NO. \_\_\_\_\_ YEAR \_\_\_\_\_ MAKE \_\_\_\_\_  
**99999999999999999999** **2009** **ABCD**

BODY TYPE \_\_\_\_\_ SHIPPING WEIGHT \_\_\_\_\_  
**Motorcycle** Enter Shipping Weight

H.P. (S.A.E.) \_\_\_\_\_ G.V.W.R. \_\_\_\_\_ NO. CYLS. \_\_\_\_\_ SERIES OR MODEL \_\_\_\_\_  
**Above 50 cc** Enter No. CYLS. Enter Series or Model  
Enter G.V.W.R.

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC. \_\_\_\_\_

**Dealer Name**  
**DealerAddress**

**Name of Manufacturer, Importer, or Distributor**  
**License (License Number)**

BY: \_\_\_\_\_ **Signature** \_\_\_\_\_  
(SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

**A 0000000**

**Address of Manufacturer, Importer, or Distributor**  
CITY-STATE \_\_\_\_\_

Manufacturer's Name must appear here.

Line Make must appear here.

The full name and address of your dealer retailer must appear here.

Name of Manufacturer, Importer, or Distributor Licensed by the Department must appear here.

Address of Manufacturer, Importer, or Distributor must appear here.

Upon being assigned your license - your license number should appear next to your company's name.

**Sample**  
**Electric Motorcycles with an Engine Displacement**  
**1492 Watts or Less**

**CERTIFICATE OF ORIGIN FOR A VEHICLE**

**Manufacturer's Name**  
**Example: Generic Motorcycle Corporation**

DATE \_\_\_\_\_ INVOICE NO. \_\_\_\_\_  
Enter Invoice No.

VEHICLE IDENTIFICATION NO. 99999999999999999999 YEAR 2010 MAKE ABCD  
BODY TYPE \_\_\_\_\_ SHIPPING WEIGHT \_\_\_\_\_  
Motorcycle Enter Shipping Weight  
H.P. (S.A.E.) G.V.W.R. NO. CYLS. SERIES OR MODEL  
# of Watts Enter No. CYLS. Enter Series or Model  
Enter G.V.W.R.

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC. \_\_\_\_\_

**Name of Customer Address**

**Name of Manufacturer, Importer, or Distributor License (License Number)**

BY \_\_\_\_\_ Signature \_\_\_\_\_  
(SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

**Address of Manufacturer, Importer, or Distributor**

A 0000000

Manufacturer's Name must appear here.

Line Make must appear here.

The full name and address of your dealer retailer must appear here.

Name of Manufacturer, Importer, or Distributor Licensed by the Department must appear here.

Address of Manufacturer, Importer, or Distributor must appear here.

Upon being assigned your license - your license number should appear next to your company's name.



# Sample

## Motorcycles with an Engine Displacement 50cc or Less

### CERTIFICATE OF ORIGIN FOR A VEHICLE

Manufacturer's Name  
must appear here.

**Manufacturer's Name**  
**Example: Generic Motorcycle Corporation**

DATE

INVOICE NO.

Enter Invoice No.

VEHICLE IDENTIFICATION NO.

YEAR

MAKE

999999999999999999

2009

ABCD

Line Make must  
appear here.

BODY TYPE

SHIPPING WEIGHT

**Motorcycle**

Enter Shipping Weight

H.P. (S.A.E.)

G.V.W.R.

NO. CYLS.

SERIES OR MODEL

**50 cc or less**

Enter No. CYLS.

Enter Series or Model

Enter G.V.W.R.

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

**Dealer Name**  
**DealerAddress**

Name of Manufacturer, Importer,  
or Distributor Licensed by the  
Department must appear here.

The full name and address of your dealer  
retailer must appear here.

**Name of Manufacturer, Importer, or Distributor**  
**License (License Number)**

BY: **Signature**

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(AGENT)

A 0000000

**Address of Manufacturer, Importer, or Distributor**

CITY-STATE

Address of Manufacturer, Importer, or  
Distributor must appear here.

Upon being assigned your license - your  
license number should appear next to  
your company's name.

# Sample Tri-Vehicles

**CERTIFICATE OF ORIGIN FOR A VEHICLE**

Manufacturer's Name  
Example: Generic Tri-Vehicle Corporation

DATE \_\_\_\_\_ INVOICE NO. \_\_\_\_\_  
Enter Invoice No.

VEHICLE IDENTIFICATION NO. 99999999999999999999 YEAR 2010 MAKE ABCD  
Line Make must appear here.

BODY TYPE Tri-Vehicle SHIPPING WEIGHT \_\_\_\_\_  
Enter Shipping Weight

H.P. (S.A.E.) \_\_\_\_\_ G.V.W.R. \_\_\_\_\_ NO. CYLS. \_\_\_\_\_  
Enter G.V.W.R. Enter No. CYLS. Enter Series or Model

SERIES OR MODEL \_\_\_\_\_

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC. \_\_\_\_\_

Name of Dealership  
Dealership Address

Name of Manufacturer, Importer, or Distributor Licensed by the Department must appear here.

The full name and address of your dealer retailer must appear here.

Name of Manufacturer, Importer, or Distributor License (License Number)

BY \_\_\_\_\_ Signature \_\_\_\_\_  
(SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

A 0000000

Address of Manufacturer, Importer, or Distributor

Address of Manufacturer, Importer, or Distributor must appear here.

Upon being assigned your license - your license number should appear next to your company's name.



# Sample Low Speed Vehicles

**CERTIFICATE OF ORIGIN FOR A VEHICLE**

Manufacturer's Name must appear here.

**Manufacturer's Name**

DATE Enter Date INVOICE NO. Enter Invoice No.

VEHICLE IDENTIFICATION NO. YEAR MAKE ABCD Line Make must appear here.

Enter Vehicle Identification No. Enter Year

BODY TYPE SHIPPING WEIGHT Enter Shipping Weight

Enter Body Type

H.P. (S.A.E.) G.V.W.R. NO. CYLS. SERIES OR MODEL

Enter H.P. (S.A.E.) Enter G.V.W.R. Enter No. CYLS. Enter Series or Model

"This Vehicle Conforms to Federal Regulation Under Title 49 CFR Part 571.500."

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

Dealer Name DealerAddress

Name of Manufacturer, Importer, or Distributor Licensed by the Department must appear here.

It is further certified that this was the first transfer of such new vehicle in primary trade and commerce.

License Name (license number)

A 0000000

BY: Signature (SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

Street Address City, State, Zip Code

Address of Manufacturer, Importer, or Distributor must appear here.

The full name and address of your dealer retailer must appear here.

Upon being assigned your license - your license number should appear next to your company's name.



# Sample

## CERTIFICATE OF ORIGIN FOR A VEHICLE

### Manufacturer's Name

Example: Generic Recreational Vehicle Corporation

DATE

INVOICE NO.

VEHICLE IDENTIFICATION NO.

YEAR

MAKE

XXX-----

YEAR

ABCD

BODY TYPE

SHIPPING WEIGHT

Recreational Vehicle

H.P. (S.A.E.)

G.V.W.R.

NO. CYLS.

SERIES OR MODEL

Body length of trailer including hitch  
and body length of trailer excluding hitch

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.  
NAME OF DISTRIBUTOR, DEALER, ETC.

Name and Address of recreational vehicle  
dealer licensed by the Department

It is further certified that this was the first transfer of such new vehicle in primary trade and commerce.

Name of the Manufacturer, Importer, or  
Distributor

License # when issued by the Department

BY

Signature

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(AGENT)

A 0000000

Address of Manufacturer, Importer, or Distributor

CITY-STATE



# Sample

## 1st Stage Manufacturers

**CERTIFICATE OF ORIGIN FOR A VEHICLE**

Name of Manufacturer of Incomplete Vehicle must appear here.

**1st Stage Manufacturer's Name**

DATE Enter Date INVOICE NO. Enter Invoice No.

VEHICLE IDENTIFICATION NO. Enter Vehicle Identification No. YEAR Enter Year MAKE **ABCD** Line Make must appear here.

BODY TYPE Enter Body Type (Incomplete Vehicle) SHIPPING WEIGHT Enter Shipping Weight

H.P. (S.A.E.) Enter H.P. (S.A.E.) G.V.W.R. Enter G.V.W.R. NO. CYLS. Enter No. CYLS. SERIES OR MODEL Enter Series or Model

**THIS IS AN INCOMPLETE VEHICLE (1st Stage Manufacturer's Certificate of Origin)**

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

**Dealer Name**  
**Dealer Address**

Name of 1st Stage Manufacturer, must appear here.

It is further certified that this was the first transfer of such new vehicle in primary trade and commerce.

**License Name (license number)**

**A 0000000**

**Signature**  
BY: (SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

**Street Address**  
**City, State, Zip Code**

Address of 1st Stage Manufacturer must appear here.

The full name and address of your dealer retailer must appear here.

Upon being assigned your license - your license number should appear next to your company's name.



# Sample

## 2nd Stage Manufacturers

**CERTIFICATE OF ORIGIN FOR A VEHICLE**

Name of Manufacturer of Completed Vehicle must appear here.

**2nd Stage Manufacturer's Name**

DATE Enter Date INVOICE NO. Enter Invoice No.

VEHICLE IDENTIFICATION NO. YEAR MAKE Enter Invoice No. **ABCD** Line Make must appear here.

Enter 1st Stage Manufacturer's Vehicle Identification No. Enter Year

BODY TYPE Enter Body Type (Completed Vehicle) SHIPPING WEIGHT Enter Shipping Weight

H.P. (S.A.E.) G.V.W.R. NO. CYLS. SERIES OR MODEL

Enter H.P. (S.A.E.) Enter G.V.W.R. Enter No. CYLS. Enter Series or Model

**THIS IS A COMPLETED VEHICLE (2nd Stage Manufacturer's Certificate of Origin)**

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

**Dealer Name**  
**Dealer Address**

Name of 2nd Stage Manufacturer must appear here.

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

**License Name (license number)**

**A 0000000**

**Signature**  
BY: (SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

**Street Address**  
**City, State, Zip Code**

Address of 2nd Stage Manufacturer must appear here.

The full name and address of your dealer retailer must appear here.

Upon being assigned your license - your license number should appear next to your company's name.

## **Check List**

### **Adding a Line Make**

**This check list can be used by Department Licensed Manufacturers, Importers, or Distributors of Motorcycles with an Engine Displacement of 50cc or Less when they want to add a line make(s) to their License**

- ☐ 1. Distributor or Importer applicants must provide copies of an agreement between the manufacturer and themselves authorizing the applicant to distribute or import the manufacturer's vehicles. The agreement must be signed by both parties and dated.
- ☐ 2. A certified copy of the product warranty in any way connected with the motor vehicle or any component thereof must be submitted with application.
- ☐ 3. A photo of the vehicle(s) being manufactured, distributed or imported, or a brochure with pictures and specifications of the vehicle(s) must be included with application.
- ☐ 4. An affidavit stating that the line-make(s) meets all certification requirements set forth by the U.S. Department of Transportation must be submitted with application.
- ☐ 5. World Manufacturing Identifier (WMI). Further information regarding registration as a manufacturer, Importer, or Distributor may be obtained on-line from the National Highway Safety Administration (NHTSA) at [www.nhtsa.gov](http://www.nhtsa.gov). Before a manufacturer can offer motorcycles, with an engine displacement of 50cc's or less, for sale in the United States, a manufacturer must designate an agent for service of process in this country (Title 49 CFR 551.45) (Procedural Rules). It must also apply for its own world manufacturing identifier (WMI), comprising the first three characters of the vehicle identification number which must be affixed to the vehicles it manufactures. In addition:
  - Title 49 CFR part 565 (Vehicle Identification Number Requirements),
  - Title 49 CFR part 566 (Manufacturer Identification) and
  - Title 49 CFR part 567 (Certification), the certification label constitutes the manufacturers certification that the motor vehicle "conforms to all applicable Federal Motor Vehicle Safety Standards in effect on the date of manufacture." Copies of any letters from NHTSA verifying that you have met these requirements must be provided to the Department with your application.

Additional information on other requirements for new vehicle manufacturers can be obtained from NHTSA by phone at 202-366-5302, or by fax 202-493-0073, or on-line at [www.nhtsa.gov](http://www.nhtsa.gov).

- ☐ 6. Once the Department receives your completed application and required documents listed above, the Department will request the National Crime Information Center (NCIC) to assign you a "line-make" which will be reflected on your Manufacturer's Statement of Origin (MSO) or your Manufacturer's Certificate of Origin (MCO). Once the line-make has been assigned by NCIC, the Department will fax or email you a sample of the MSO. Please provide the Department an original sample of your MSO or MCO based on the faxed or emailed sample. You may stamp "VOID" or "SPECIMEN" across the front of the MSO. The MSO or MCO must be printed in accordance with the attached specification set forth by the State of Florida. The MSO or MCO must include the brake horsepower and the displacement of the engine in cubic centimeters. **Please Note: Do not send the MSO or MCO with your application until your line-make has been assigned and the Department has faxed or emailed you a sample.**

**NOTE: Please submit the documents in the order requested on this checklist.**

**Check List**  
**Adding a Line Make**

**This check list can be used by Department Licensed Motor Vehicle Manufacturers, Importers, or Distributors (Including Motorcycles with an Engine Displacement Greater than 50cc's, Low Speed Vehicles, and Mini-Trucks) when they want to add a line make(s) to their License**

- ☐ 1. Distributor or Importer applicants must provide copies of an agreement between the manufacturer and themselves authorizing the applicant to distribute or import the manufacturer's vehicles. The agreement must be signed by both parties and dated.
- ☐ 2. A certified copy of the product warranty in any way connected with the motor vehicle or any component thereof must be submitted with application.
- ☐ 3. Pursuant to section 320.645, Florida Statutes, a licensed manufacturer, distributor or importer can either wholesale or retail. This means the law does not permit a licensed manufacturer, distributor or importer to engage in both retail and wholesale at the same time. Therefore, if you wish to wholesale through franchised dealers; a list of Florida dealers you intend to establish must be submitted with the application, or if you wish to retail by engaging in direct sale; you must submit an affidavit stating that you will be applying for your franchise dealer's license as soon as you are licensed by the Department as a manufacturer, distributor or importer.
- ☐ 4. Manufacturers of Low Speed Vehicles (LSV) – All Manufacturers Certificates of Origin (MCO) must include the statement: "This Vehicle conforms to Federal Regulations under Title 49 CFR Part 571.500."
- ☐ 5. If applicable, a copy of dealer service agreement must be submitted with application.
- ☐ 6. An affidavit acknowledging the fact that the terms or provisions of the agreement, or any related documents, are not inconsistent with, or contrary to the provisions contained in sections 320.60 – 320.70, F.S. The affidavit must include any franchise agreement offered to a motor vehicle dealer in this state and shall provide that all terms and conditions in such agreement inconsistent with the law and rules of this state are of no force and effect.
- ☐ 7. Copies of all applicable warranty labor rates and parts agreements must be provided with application.
- ☐ 8. A certified copy of all applicable preparation and delivery charge obligations of the dealer must be submitted with application.
- ☐ 9. A photo of the vehicle(s) being manufactured, distributed or imported, or a brochure with pictures and specifications of the vehicle(s); must be submitted with application.
- ☐ 10. An affidavit stating that the line-make(s) meets all certification requirements set forth by the U.S. Department of Transportation must be submitted with application.

**NOTE: Continue on next page**

**Check List**  
**Adding a Line Make**

**This check list can be used by Department Licensed Motor Vehicle Manufacturers, Importers, or Distributors (Including Motorcycles with an Engine Displacement Greater than 50cc's, Low Speed Vehicles, and Mini-Trucks) when they want to add a line make(s) to their License**

- 11. **World Manufacturing Identifier (WMI). Further information regarding registration as a Manufacturer, Importer, or Distributor may be obtained on-line from the National Highway Traffic Safety Administration (NHTSA) at [www.nhtsa.gov](http://www.nhtsa.gov).** Before a manufacturer can offer motor vehicles for sale in the United States, a manufacturer must designate an agent for service of process in this country (Title 49 CFR 551.45) (Procedural Rules). It must also apply for its own world manufacturing identifier (WMI), comprising the first three characters of the vehicle identification number which must be affixed to the vehicles it manufactures. In addition:
- Title 49 CFR part 565 (Vehicle Identification Number Requirements),
  - Title 49 CFR part 566 (Manufacturer Identification) and
  - Title 49 CFR part 567 (Certification), the certification label constitutes the manufacturers certification that the motor vehicle "conforms to all applicable Federal Motor Vehicle Safety Standards in effect on the date of manufacture." Copies of any letters from NHTSA verifying that you have met these requirements must be provided to the Department with your application.

Additional information on other requirements for new vehicle manufacturers can be obtained from NHTSA by phone at 202-366-5302, or by fax 202-493-0073, or on-line at [www.nhtsa.gov](http://www.nhtsa.gov).

**Please Note: The above stated NHSTA Registration is not required for applying for a manufacturer, importer, or distributor license for mini-trucks.**

- 12. Once the Department receives your completed application and required documents listed above, the Department will request the National Crime Information Center (NCIC) to assign you a "line-make" which will be reflected on your Manufacturer's Statement of Origin (MSO) or your Manufacturer's Certificate of Origin (MCO). Once the line-make has been assigned by NCIC, the Department will fax or email you a sample of the MSO. Please provide the Department an original sample of your MSO or MCO based on the faxed or emailed sample. You may stamp "VOID" or "SPECIMEN" across the front of the MSO. The MSO or MCO must be printed in accordance with the attached specification set forth by the State of Florida. The MSO or MCO must include the brake horsepower and the displacement of the engine in cubic centimeters. **Please Note: Do not send the MSO or MCO with your application until your line-make has been assigned and the Department has faxed or emailed you a sample.**

**NOTE: Please submit the documents in the order requested on this checklist.**



**Check List**  
**Adding a Line Make**

**This check list can be used by Department Licensed Recreational Vehicle Manufacturers, Importers, or Distributors when they want to add a line make(s) to their License**

- ☐ 1. Distributor or Importer applicants must provide copies of an agreement between the manufacturer and themselves authorizing the applicant to distribute or import the manufacturer's recreational vehicles. The agreement must be signed by both parties and dated.
- ☐ 2. A copy of the product warranty must be submitted with application.
- ☐ 3. The Florida law does not permit a licensed manufacturer, distributor or importer to engage in both retail and wholesale at the same time. Therefore, if you wish to wholesale through Florida dealers; a list of authorized Florida dealers must be submitted with the application, or if you wish to retail by engaging in direct sale; you must submit an affidavit stating that you will be applying for your recreational vehicle dealer's license as soon as you are licensed by the Department as a manufacturer, distributor or importer.
- ☐ 4. If applicable, a copy of dealer service agreement must be submitted with application.
- ☐ 5. A photo of the recreational vehicle(s) being manufactured, distributed or imported, or a brochure with pictures and specifications of the recreational vehicle(s); must be submitted with application.
- ☐ 6.     A. An affidavit stating that the recreational vehicle line-make(s) meets the Uniform Standards Code approved by the American National Standards Institute, ANSI A-119.2.  
  
       B. An affidavit stating that the park trailer meets the Uniform Standards Code approved by the American National Standards Institute, ANSI A-119.5 or the U.S. Department of Housing and Urban Development standard for park trailers certification as meeting that standard.

**Please Note: This affidavit is not required for conversion companies that add living quarters to trailers.**

- ☐ 7. **World Manufacturing Identifier (WMI). Further information regarding registration as a Manufacturer, Importer, or Distributor may be obtained on-line from the National Highway Traffic Safety Administration (NHTSA) at [www.nhtsa.gov](http://www.nhtsa.gov).** This certification constitutes the manufacturer's certification that the recreational vehicle "conforms to all applicable Federal Motor Vehicle Safety Standards in effect on the date of manufacture." Copies of any letters from NHTSA verifying that the manufacturer has met these requirements must be submitted to the Department with the application.

Additional information and requirements for new recreational vehicle manufacturers can be obtained from NHTSA by phone at 202-366-5302, or by fax 202-493-0073, or on-line at [www.nhtsa.gov](http://www.nhtsa.gov).

**Please Note: The above stated NHTSA registration is not required for applicants applying for a recreational vehicle manufacturer's license for park model trailers.**

**The above stated NHTSA registration is not required for conversion companies that add living quarters to trailers applying for a recreational vehicle manufacturer's license.**

**NOTE: Continue on next page**



**Check List**  
**Adding a Line Make**

**This check list can be used by Department Licensed Recreational Vehicle Manufacturers, Importers, or Distributors when they want to add a line make(s) to their License**

- 8. Conversion companies that add living quarters to trailers must submit a copy of their registration with NHTSA for Title 49 CFR Part 567.2 -.3 -.4 etc., where an alterer must affix its alterer's certification label adjacent to the original manufacturer's certification label (in the case of a trailer altered to include living quarters). The pair of certification labels must be visible at the left (driver's side) front corner of the trailer. For further information and requirements, please contact NHTSA by telephone at 202-366-5302, or by fax at 202-493-0073, or visit NHTSA on-line at [www.nhtsa.gov](http://www.nhtsa.gov).
  
- 9. Once the Department receives your completed application and required documents listed above, the Department will request the National Crime Information Center (NCIC) to assign you a "line-make" which will be reflected on your Manufacturer's Statement of Origin (MSO) or your Manufacturer's Certificate of Origin (MCO). Once the line-make has been assigned by NCIC, the Department will fax or email you a sample of the MSO. Please provide the Department an original sample of your MSO or MCO based on the faxed or emailed sample. You may stamp "VOID" or "SPECIMEN" across the front of the MSO. The MSO or MCO must be printed in accordance with the attached specification set forth by the State of Florida. **Please Note: Do not send the MSO or MCO with your application until your line-make has been assigned and the Department has faxed or emailed you a sample.**

**Please Note:** Conversion companies that add living quarters to trailers must submit the 1<sup>st</sup> stage MCO and the 2<sup>nd</sup> stage MCO to their dealers.

The 1<sup>st</sup> stage MCO of the trailer will have the vehicle identification number (VIN) and line-make of the trailer and will state that it is a 1<sup>st</sup> stage MCO.

The 2<sup>nd</sup> stage MCO of the conversion company will have the VIN of the trailer and a line-make assigned for the conversion company by NCIC.

Both the 1<sup>st</sup> and 2<sup>nd</sup> stage MCOs must be provided to the dealer by the conversion company and submit an original sample of both must be submitted with the license application to the Department.

**NOTE: Please submit the documents in the order requested on this checklist.**