STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES

PLEASE SUBMIT THIS APPLICATION TO THE REGIONAL OFFICE RESPONSIBLE FOR YOUR DEALERSHIP

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 corporate officer update:

- ☐ VF Franchised Motor Vehicle Dealer – 320.27, F.S.
- ☐ SF Franchised Motor Vehicle Service Facility – 320.642(6), F.S
- ☐ VI Independent Motor Vehicle Dealer – 320.27, F.S.
- ☐ VW Wholesale Motor Vehicle Dealer – 320.27, F.S.
- ☐ VA Motor Vehicle Auction – 320.27, F.S.
- ☐ SD Salvage Vehicle Dealer – 320.27, F.S.
- ☐ BH Used Mobile Home Broker – 320.77, F.S.
- ☐ DH Mobile Home Dealer- 320.77, F.S.
- ☐ DH Selling New Recreational Vehicles – 320.771(8), F.S.
- ☐ DH Selling Used Recreational Vehicles – 320.771(8), F.S.
- ☐ DH Selling Park Trailers Only - 320.771(3)(j), F.S.
- ☐ RV New Recreational Vehicle Dealer – 320.771, F.S.
- ☐ RU Used Recreational Vehicle Dealer – 320.771, F.S.

☐ Original

☐ Dealer Development Franchise (Attach copy of the Dealer Development & Management Agreement.)

☐ Corporate Officer 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.: _____ Sales Tax Number: _____

FEID 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 E-mail Address: _____

Surety Bond Company E-mail Address: _____

Garage Liability Insurance Company E-Mail 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, 1492 watts, 2bhp | Motorcycles 50cc or less, 1492 watts or less, 2bhp or less | Tri-Vehicles

Low Speed Vehicles | Recreational Vehicles | Park Trailers

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

Motorcycles greater than 50cc, 1492 watts, 2bhp | Motorcycles 50cc or less, 1492 watts or less, 2bhp or less | Tri-Vehicles

Low Speed Vehicles | Recreational Vehicles | Park Trailers

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
☐ CHECK ☐ CHECK NUMBER
☐ CASH ☐ CREDIT CARD
PAYMENT NUMBER
FRVIS CUSTOMER NUMBER
DIVISION CORP ☐ ACTIVE ☐ INACTIVE
DEALER TRAINING SCHOOL COMPLETION DATE

Zone #: _____

Insp #: _____

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

3. ☐ Sole Proprietor ☐ Partnership ☐ Corporation

☐ Limited Liability Company/Partnership (LLC/LLP) ☐ Limited Liability/Limited Partnership (LLLP)

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

Residence Address City State Zip Code (Fingerprint date-Office Use Only)

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 (Fingerprint date-Office Use Only)

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,

Residence Address City State Zip Code (Fingerprint date-Office Use

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

Corporate Name

Corporate Headquarters Business Address City State Zip Code

PRESIDENT/MGR/MEMBER/PARTNER:_____

Last Name First Name and 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 (Fingerprint date-Office Use Only)

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 (Fingerprint date-Office Use

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 (Fingerprint date-Office Use

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 (Fingerprint date-Office Use) Only)

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 (Fingerprint date-Office Use Only)

Please use a separate sheet if necessary.

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;
- Proof of electronic fingerprints for each new officer from a FDLE authorized service provider. Each individual listed in items 3 (A) and/or (B) on this form must be electronically fingerprinted on a state and federal level. A list of authorized service providers can be accessed at the FDLE website.
- 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);
- 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);
- 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), and Wholesale dealers (VW) 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 included, at a minimum, $25,000 combined single-limit liability coverage including bodily injury and property damage protection and $10,000 personal injury.
  - All garage/general liability insurance certificates must include the number of dealer license plates authorized for the dealership by the insurance company.
- Salvage dealers (SD) are exempt from submitting a garage liability insurance coverage.
- Mobile Home Dealers (DH) which sell park trailers are exempt from submitting garage liability insurance coverage.
- 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 and the authorized number of dealer license plates.

Please attach the following items for a corporate update:

- A complete application form HSMV 86056;
- Minutes of the meeting;
- Proof of electronic fingerprints for each new officer from a FDLE authorized service provider. Each individual listed in items 3 (A) and/or (B) on this form must be electronically fingerprinted on a state and federal level. Access list at the FDLE website.
- Copy of the corporate changes registration from the Division of Corporations (on-line access at 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-Original Signature Required 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 recreational vehicles and understand the requirement to obtain Garage Liability Insurance.

☐ I plan to sell park models and understand there is no requirement to obtain Garage Liability Insurance. (DH ONLY)

Officer's Signature-Original Signature Required **Date**

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-Original Signature Required **Date**

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-Original Signature Required **Date**

I/We hereby agree that all documents, orders, notices or related correspondence will be served by e-mail at the e-mail address provided. I/We agree to add dealerservices@flhsmv.gov as a contact so that email from the Division of Motorist Services is not classified as junk mail. If no e-mail address is provided, all documents shall be served by First Class U.S. Mail.

Officer's Signature-Original Signature Required **Date**

CERTIFICATION
(Must be completed by all dealership officers.)

5. Has this applicant, partner, corporate officer or director:

☐ YES	☐ NO	Been convicted of a felony or equivalent charge anywhere?
☐ YES	☐ NO	Been convicted of a felony or first degree misdemeanor for a violation of any provision of Chapter 319 or 320, Florida Statutes?
☐ YES	☐ NO	Been convicted of a felony or first degree misdemeanor in any other jurisdiction for violation of motor vehicle laws (excluding parking and traffic laws)?
☐ YES	☐ NO	Now facing criminal charges anywhere?
☐ YES	☐ NO	Been denied a surety bond?
☐ YES	☐ NO	Ever had a surety bond cancelled?
☐ YES	☐ NO	Been a licensed dealer in Florida or any other jurisdiction? State: _____ License #: _____
☐ YES	☐ NO	Been denied or had dealer license suspended or revoked in Florida or any other jurisdiction?

(IF THE ANSWER TO ANY PART OF QUESTION #5 IS "YES", APPLICANT IS REQUIRED TO SUPPLY APPROPRIATE DOCUMENTATION. IN THE CASE OF A FELONY CONVICTION, CHARGING DOCUMENTS AND DISPOSITION DOCUMENTS FROM THE COURT MUST ACCOMPANY THIS APPLICATION.)

Under penalty of perjury, I do swear and affirm that the information contained in this application is true and correct and that applicant, if licensed, will abide by all laws of Florida, including Chapters 319 and 320, Florida Statutes, and all applicable rules, policies, and procedures of the Department of Highway Safety and Motor Vehicles.

I further certify that I am authorized to bind the application with my signature.

I understand that I must meet all zoning requirements and occupational license requirements that may be mandated by local or county ordinances.

_____	_____	_____
Signature-Original Signature Required	**Typed Name/Title**	**Date**

NOTARIAL CERTIFICATE

STATE OF _____
COUNTY OF _____

The attached instrument was acknowledged before me on this date,____/ _/___by Mr./Mrs./Ms.
_____who is personally known to me or who has produced
_____as identification and who did take an oath.

(Seal)

_____(Signature of Notary)
_____(Name of Notary, typed, printed or stamped)
(Notary)

_____ (Title)
_____ (Commission Serial Number)

Important:

This certification is required for each officer of the dealership. If necessary, please make copies of this page. After completing this certification for each officer, attach each copy to this application. Each certification must be notarized.

FOR DEPARTMENT USE ONLY

Site Inspection No.: _____

☐ YES ☐ NO I have inspected the location of the above described applicant and find it qualifies for a license under Section 320.27, 320.77, or 320.771, Florida Statutes, as applicable. (If NO, a signed, detailed investigation report with diagram of location must be attached.)

☐ YES ☐ NO After careful review of the application (including attachments) and based on the information available to me at this time, I recommend that a license be issued. (If NO, a signed, detailed, and documented investigative report must be attached.)

_____ _____

Signature of Compliance Examiner Zone No.

_____

Signature of Reviewing Authority

DEALER LICENSE SECTION

Application Examined By: _____

Initials Date

Application Approved By: _____

Initials Date

PLEASE SUBMIT THIS APPLICATION TO THE REGIONAL OFFICE RESPONSIBLE FOR YOUR DEALERSHIP

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 June 2020***

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.

Florida Administrative Code (FAC) 15C-7.003(4)(5), specifies the office and display area:

(4) **Requirements for Office Space.**

(a) Each licensed motor vehicle dealer shall maintain an office as part of his place of business. The offices of motor vehicle dealers shall conform to the following standards:

1. No office shall be operated from or maintained in any residence.

2. The office must be in a permanent structure at the licensed location. In the case of an office trailer, the office must be anchored or tied down as required by Rule 15C-1.010, F.A.C.

3. Each office shall have a minimum of 100 square feet of interior floor space exclusive of any hallways, closets or restrooms and a minimum 7' ceiling.

4. The office must be clearly separated from any other business which is being operated in the structure or building which houses the dealership.

(5) **Requirements for Display Space.**

(a)) Each licensed motor vehicle dealer shall maintain a display space as part of his place of business.

(b) Such display space shall be for the purpose of displaying motor vehicles offered for sale by the motor vehicle dealer and shall conform to the following specifications:

1. The display space of each licensed motor vehicle dealer will be of a sufficient size to store and display all vehicles offered for sale. The display space may be located within a building.

2. Display spaces shall be under the exclusive control of the motor vehicle dealer and shall not include an area or space set aside for customer, employee or general public parking nor shall it include any public right-of-way.

3. Display spaces shall be contiguous to the dealership office or shall be situated so as to allow easy access by dealership customers.

4. Display spaces, whether outside or inside a building, shall have immediate and direct access to a public street or highway or be situated on property, owned or leased by the dealer, to which public access has been granted.

5. Display spaces shall physically be divided from any other motor vehicle dealer's display space by a permanent barrier no less than three feet in height and erected in such a manner as to clearly distinguish one dealer's display space from another dealer's display space.

(6) Requirements for Operation.

(a) Each licensed motor vehicle dealer or his designee shall be available to consumers and the department during regular business hours.

(b) The business of a motor vehicle dealer must be the principal business conducted at the licensed location.

(c) Licenses are not transferable and may not be transferred by any means by the licensee to a second party. Dealerships may be operated by agents or employees of the licensee; however, the licensee shall be responsible for the operation of the dealership.

(d) To insure availability of the licensee, the following standards must be met and maintained by each licensee. Each dealer:

1. Shall post hours of operation in a clear manner at or near the main entrance to the dealership office on a placard, sign or by other durable means.

2. Shall maintain the posted hours of operation.

3. Shall provide the department with all information and telephone numbers necessary to contact the dealer. Information and telephone numbers shall be provided in writing to the Division of Motorist Services Regional Administrator.

4. Shall insure that information and telephone numbers required in the preceding subsection are current and correct.

5. Shall make his dealership records available to inspection by the department during reasonable hours.

6. Shall be familiar with the obligations and responsibilities of a motor vehicle dealer as provided in Chapters 319 and 320, F.S.; shall be knowledgeable of the procedures necessary to assign, transfer or apply for title to a motor vehicle and of the requirements and procedures necessary to transfer or apply for registration of motor vehicles.

7. Shall make every reasonable effort to resolve, in an equitable and expeditious manner, all complaints which have been filed against him.

8. Shall, upon revocation or suspension of his license:

   a. Surrender the license to the department,

   b. Surrender all dealer registration plates assigned to him to the department,

   c. Surrender, for refund, all temporary tags purchased by him, and

   d. Cease operation of the business.

9. Shall notify the department in writing of a permanent closing or cessation of business at the main or any licensed supplemental location.

10. Shall have a permanent sign identifying the dealership at its place of business. Such sign shall clearly identify the dealership and shall use lettering or other graphic representation of sufficient size and color so as to be visible and readable at a distance of 50 yards from the public right-of-way serving the dealership.

11. Shall maintain a location address for the place of business which is assigned by the United States Postal Service.

12. Shall report any change of address to the department and shall receive approval for any new place of business prior to relocating the business.

(7) Prohibitions. No licensed motor vehicle dealer shall authorize or knowingly permit or allow any person, employee, agent or representative to use the dealer's license identification number to effect a sale of a motor vehicle, a title transfer, or a registration transaction for the sale of a motor vehicle wherein the purchaser of that motor vehicle was not given notice that the sale, transfer or registration was not made by a licensed motor vehicle dealer.

(8) Under Section 320.27(9), F.S., the department is authorized to deny, suspend or revoke a dealer license for failure to comply with the requirements of this rule.

(9) Standards for Implementation.

(a) This rule shall be fully applicable to all applicants for motor vehicle dealer's licenses whose applications are received on or after the effective date of this rule.

(b) Persons licensed as motor vehicle dealers on the effective date of this rule shall comply with the requirements for office space and display space not later than the time of application for renewal of license for the

third renewal period following the effective date of the rule. The requirements for business operation as prescribed in subsection 15C-7.003(6), F.A.C., shall be applicable to all licensees upon the rule's effective date.

(10) All forms mentioned in this rule may be obtained free of charge from the Department by contacting any License and Registration Inspector or any Regional Office of the Bureau of Licenses and Enforcement, Division of Motorist Services. Addresses and telephone numbers are available from the bureau, Room 312, 2900 Apalachee Parkway, Tallahassee, Florida 32399.

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

A SAFER FLORIDA!

HSMV form 86056 has several fields that need to be completed. Select the correct license type by checking the relevant box (on the left side of the form). Select the type of of application you are submitting (on the right side of the form)

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, 5050 West Tennessee Street, Tallahassee, FL 32399, or telephone (850) 488-6800.
Additional information may be obtained on-line at the Department of Revenue's website by going to www.floridarevenue.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.

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.

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. The applicant must meet all zoning requirements and occupational license requirements that may be mandated by local or county ordinances.

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 strikeovers 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;
- Proof of electronic fingerprints from a FDLE authorized service provider. Each individual listed in items 3 (A) and/or (B) on form HSMV 86056 must be electronically fingerprinted on a state and federal level. A list of authorized service
- providers can be accessed at the FDLE website.
- 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);
- 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);
- 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 and salvage dealers. The requirements are:
  - **Independent dealers (VI), Auction dealers (VA), and Wholesale dealers (VW) 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.
    - All garage/general liability insurance certificates must include the number of dealer license plates authorized for the dealership by the insurance company.
  - **Salvage dealers (SD) are exempt from submitting garage liability insurance coverage.**
  - **Mobile Home dealers (DH) which sell park models only are exempt from submitting garage liability insurance coverage.**
  - **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 and the authorized number of dealer license plates.

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.

ELECTRONIC FINGERPRINTS

Each individual listed in items 3 (A) and/or (B) on form HSMV 86056, Application for a License as a Motor Vehicle Dealer, Mobile Home, or Recreational Vehicle Dealer must be electronically fingerprinted on a state and federal level. Applicants are advised fingerprints will be used to check the criminal history records of the FBI. Proof of electronic fingerprints for each new officer from a FDLE authorized service provider must be submitted with the application. A list of authorized service providers can be accessed at the FDLE website.

An individual who has been fingerprinted for another motor vehicle dealer license need not be fingerprinted again unless they have been convicted of a felony since the last renewal of their license.
All officers, directors, members and managers registered with the Division of Corporations must be listed on the application and must be electronically fingerprinted. All partner(s) and sole proprietor listed on the application must be electronically fingerprinted.

Please Note: FDLE keeps the criminal history results for a person on their site for 6 months only, after which the applicant would have to be re-fingerprinted. Applicants are encouraged to submit their completed application, fee and required documents well ahead of the 6 month expiration of their electronic fingerprints.

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 Surety Bond Company. 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.

A motor vehicle dealer and a mobile home dealer applicant can submit an irrevocable letter of credit in lieu of a surety bond. Please note that recreational vehicle dealers cannot submit an irrevocable letter of credit 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 Florida Bank. 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. The letter of credit must be submitted on http://flhsmv.gov/dmv/forms/BFO/86058.pdf.

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;
- Authorized number of dealer license plates for applicable dealers;
- 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, Mobile home dealers selling park trailers only, and salvage dealers. The requirements are:

    - **Independent dealers (VI), Auction dealers (VA), Wholesale dealers (VW) 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.
        - All garage/general liability insurance certificates must include the number of dealer license plates authorized for the dealership by the insurance company.

    - Salvage dealers (SD) are exempt from submitting a garage liability insurance coverage.
    - Mobile Home dealers (DH) which sell park models only are exempt from submitting garage liability insurance coverage.
    - **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 and the authorized amount of dealer license plates.
- Signature of the garage liability insurance agent (electronic/facsimile 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.

DIVISION OF MOTORIST SERVICES

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;
   - 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. 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, mobile home dealers selling park trailers only, and salvage dealers. The requirements are:

   Independent dealers (VI), Auction dealers (VA), and Wholesale dealers (VW) 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.
- All garage/general liability insurance certificates must include the number of dealer license plates authorized for the dealership by the insurance company.
- 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 and the authorized number of dealer plates.

Please Note: Mobile Home Dealers (DH) which sell park trailers only are exempt from Garage Liability Insurance coverage.

Please Note: Salvage Dealers (SD) are exempt from Garage Liability Insurance coverage.

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).

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).

10. Proof of electronic fingerprints for each person appearing on the license from a FDLE authorized service provider. Each individual listed in items 3 (A) and/or (B) on form HSMV 86056 must be electronically fingerprinted on a state and federal level. A list of authorized service providers can be accessed at the FDLE website.
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), 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.

The applicant must meet all zoning requirements and occupational license requirements that may be mandated by local or county ordinances.

REQUIRED DOCUMENTS FOR AN ORIGINAL LICENSE

The business location for the dealership for all license categories must be approved by a Division of 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), and Wholesale dealers (VW), 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.
    - All garage/general liability insurance certificates must include the number of dealer license plates authorized for the dealership by the insurance company.
    - Salvage dealers (SD) are exempt from submitting a garage liability insurance coverage.
    - Mobile Home Dealers (DH) are exempt from submitting a garage liability insurance coverage.

- 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 and the authorized number of dealer license plates.
- 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).
- 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 obtain from the State of Florida, Department of Revenue.
- Federal employer identification number. This can be procured from the U.S. Internal Revenue Service.
- Proof of electronic fingerprints for each new officer from a FDLE authorized service provider. Each individual listed in items 3 (A) and/or (B) on form HSMV 86056 must be electronically fingerprinted on a state and federal level. A list of authorized service providers can be accessed at the FDLE website.

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)
- 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.
- Mobile Home Dealers (DH) which sell park models only are exempt from providing garage liability insurance coverage.

- Proof of electronic fingerprints for each new officer from a FDLE authorized service provider. Each individual listed in items 3 (A) and/or (B) on form HSMV 86056 must be electronically fingerprinted on a state and federal level. A list of authorized service providers can be accessed at the FDLE website.
- Completed Registration of Mobile Home Dealer's Salesperson(s) form, HSMV 84045, (available on-line).

CORPORATE OFFICER 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.
- Electronic fingerprint for each new officer.

Proof of electronic fingerprints for each new officer from a FDLE authorized service provider must be submitted with the application. Each individual listed in items 3 (A) and/or (B) on form HSMV 86056 must be electronically fingerprinted on a state and federal level. A list of authorized service providers can be accessed at the FDLE website.

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

Applicants are advised that pursuant to section 943-0452, Florida Statutes, "The qualified entity must notify in writing the person of his or her right to obtain a copy of any background screening report, including the criminal history records, if any, contained in the report, and of the person's right to challenge the accuracy and completeness of any information contained in any such report and to obtain a determination as to the validity of such challenge before a final determination regarding the person is made by the qualified entity reviewing the criminal history information. A qualified entity that is required by law to apply screening criteria, including any right to contest or request an exemption from disqualification, shall apply such screening criteria to the state and national criminal history record information received from the department for those persons subject to the required screening."

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