



Information on Dealer/Transporter requirements may be found at [dmv.ny.gov](http://dmv.ny.gov) under “open a dealership” ([dmv.ny.gov/org/dealers/open-dealership](http://dmv.ny.gov/org/dealers/open-dealership)), in Part 78 of the DMV Commissioner’s Regulations ([dmv.ny.gov/forms/cr78.pdf](http://dmv.ny.gov/forms/cr78.pdf)), and in § 415 of the NYS Vehicle and Traffic Law.

**ALL REQUIREMENTS LISTED BELOW MUST BE MET OR YOUR APPLICATION WILL BE DENIED.**

- 1. A completed and signed Original Facility Application. Stamped signatures are not accepted.
- 2. Proof of business name:
  - (a) Corporation or LLC:
    - Filing Receipt from NYS Department of State; percentage of stock ownership for each officer.
      - Forms can be obtained through the NYS Department of State, Division of Corporations. Call 518-473-2492 or visit [dos.ny.gov](http://dos.ny.gov).
  - (b) Partnership or Individual using an assumed name:
    - You must complete, notarize, and file a “Business Certificate of Assumed Name” also known as a DBA with the county clerk where the business is located.
- 3. Copies of driver licenses or government-issued ID for **all** owners and officers or members.
- 4. A copy of your New York State Department of Taxation and Finance Certificate of Authority (DTF-17A) or a valid NYS tax ID number. For information, contact NYS Department of Taxation and Finance at 518-485-2889 or at [tax.ny.gov](http://tax.ny.gov).
- 5. All dealers who sell passenger cars and light trucks must submit a sealed and signed Surety Bond (copies accepted) with power of attorney papers made out to your exact business name and address.
- 6. Transporters must submit a statement of why they need transporter plates.
- 7. Retail dealers selling new motor vehicles must submit a franchise agreement or letter of intent from the manufacturer. (Note: Franchisors must not use form VS-1. NYS Vehicle and Traffic Law § 415(7)(f) prohibits the issuance of a dealer registration to franchisors as defined in Vehicle and Traffic Law § 462(8): “Franchisor” means any manufacturer, distributor, distributor branch or factory branch, importer or other person, partnership, corporation, association, or entity, whether resident or non-resident, which enters into or is presently a party to a franchise with a franchised motor vehicle dealer.)
- 8. Proof of Worker’s Compensation Insurance for employees.
- 9. Attach the fees indicated on your application via check or money order payable to **Commissioner of Motor Vehicles**. **Starter checks are not accepted.**
- 10. A deed, mortgage or receipted tax bill if you own the property at the location of your business. If you rent at that location, supply the lease or rental agreement and copy of the deed, mortgage or tax bill from the property owner. If you sublease at that location, supply a copy of the lease and the sublease. If you have a pending lease, attach a notarized statement from the property owner that states you will have permission to use the location to sell motor vehicles upon issuance of a license, and that describes exactly which portions of the building your business will occupy.

**NOTE: Numbers 11-15 must be available to the Automotive Facilities Inspector at the time of inspection.**

- 11. Dealer book of registry; bills of sale complying with Commissioner’s Regulations 78.13; proofs of ownership (titles) for vehicles in stock; warranty forms, odometer statements; a method of locking security items, such as a locking cabinet, safe, etc.
- 12. The place of business must have heat, electricity, a phone (cell phones are acceptable) and a desk. Applicants must have a unique and exclusive mailing address, verifiable with USPS, and exclusive use of their mail receptacle.
- 13. All retail dealers must have space for the display of at least three vehicles at all times. Transporters and wholesale dealers are exempt from this requirement.
- 14. Permanently mounted signs as per Commissioner’s Regulations 78.26.
- 15. If there are other retail dealers at the same location, you need a permanent physical barrier (non-movable wall, fence, landscaping) separating display areas, signs, and offices.

## DEALER SUPPLY LIST

Your application will not be approved until these items are available for the Automotive Facilities Inspector who visits your facility location:

1. Book of Registry
2. Bills of Sale
3. Odometer Statements - (does not apply to ATV or Boat Dealers)
4. Warranty Forms - (does not apply to ATV or Boat Dealers)

These items may be purchased through the following vendors\*:

- Automotive Dealer Supplies 518-465-9900 [www.automotivedealersupplies.com/](http://www.automotivedealersupplies.com/)
- Fairmount Press 212-255-2300
- Jan Horan Co. 800-325-3006 [www.janhoran.com/](http://www.janhoran.com/)
- OMP Printing 315-853-5569 [www.ompprintingandgraphics.com/](http://www.ompprintingandgraphics.com/)
- SNYADS Services 800-916-9723 [www.nysada.com/Programs/SNYADSServices.aspx](http://www.nysada.com/Programs/SNYADSServices.aspx)
- NFADA Wholesale Distributors 716-631-8510 [www.discountusedcarsupplies.com](http://www.discountusedcarsupplies.com)
- Aratari Auto Finishers 585-467-5858 [www.aratariautofinishers.com](http://www.aratariautofinishers.com)
- Larry Ligarzewski Co. 716-668-0390
- Genesys Systems 888-548-4000 [www.newyorkdealerstartupkit.com](http://www.newyorkdealerstartupkit.com)
- Coastal Dealer Supply 315-431-0080 email: [shop@coastal/dealersupply.com](mailto:shop@coastal/dealersupply.com)

\* DMV does not endorse these companies or otherwise represent that DMV has any association with or oversight of these companies.

Lemon Law contracts and Used Vehicle Buyer's Guides are also available from the above-mentioned vendors.

