



Information on ATV dealer requirements may be found in Part 103 of the DMV Commissioner's Regulations and Section 2282 of the New York State Vehicle and Traffic Law.

**Note:** Any person engaged in the business of selling ATVs at wholesale or retail must be registered as an ATV dealer or a motor vehicle dealer. An ATV dealer who has already been issued a registration as a motor vehicle dealer does not need to apply for, and will not be issued, a separate ATV dealer registration.

**All requirements listed below must be met or your application will be denied.**

- 1. A completed and signed Original Facility Application (VS-1). Photocopies and stamped signatures are not accepted.
- 2. Attach a signed check or money order made payable to the Commissioner of Motor Vehicles. (Starter checks are not acceptable.)
- 3. A copy of your NYS Department of Taxation and Finance Certificate of Authority (DTF-17A). (NYS Department of Taxation and Finance: 1-800-698-2909 or [www.tax.ny.gov](http://www.tax.ny.gov))
- 4. 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 NYS Department of State, Division of Corporations (518-473-2492 or [www.dos.ny.gov](http://www.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.
- 5. Proof of Worker's Compensation Insurance for employees. For more information, contact the NYS Insurance Fund at 212-312-9000 or [www.nysif.com](http://www.nysif.com).
- 6. Copies of driver licenses or government-issued photo ID cards for all owners and officers or members of LLC.
- 7. If you do not sell on-highway vehicles (excluding trailers with an unladen weight under 1,000 pounds), please provide a letter that states, "I do not sell on-highway motor vehicles, on-highway motorcycles, or trailers with an unladen weight over 999 pounds." Your letter must be dated, and contain the following information:
  - Name of the business
  - Address of the business
  - Signature(s) of the owner(s), partner(s), or officer(s) of the business
- 8. The following items must comply with Part 103 of the DMV Commissioner's Regulations:
  - Place of business
  - Security of records
  - Display of sign
  - Proofs of ownership for ATVs in stock
  - Bills of sale
  - Permanently bound book of registry

