



# COMMONWEALTH of VIRGINIA

## *Motor Vehicle Dealer Board*

**TO:** Car/Truck, Motorcycle, Recreational Vehicle, and Trailer Dealers  
**FROM:** Kelley Smith, Executive Director, Motor Vehicle Dealer Board *KAS*  
**DATE:** January 30, 2026  
**SUBJECT:** Renewal Notice

Enclosed you will find your renewal applications for your dealer certificate, dealer plates, and salespersons' licenses. The Dealer or authorized representative should review and complete all information in the required detail, sign and include the appropriate renewal fees. You have the option of renewing for one (1) or two (2) years as indicated on the enclosed invoice. If any of the forms' information, including pre-printed information, need updating, strike through the incorrect information and provide the correct information. Upon receipt, the MVDB will update our records to reflect your changes.

To avoid a late fee, please return all the enclosed applications, copy of the invoice, and fees to the MVDB, 2201 W. Broad St., Suite 104, Richmond, VA 23220 no later than the last day of the month your license expires. You will incur a late fee if you submit your renewal package the month following your expiration month. Renewals submitted more than 30 days beyond your expiration month will not be processed. At this point your dealer license has expired and you will have to start anew. The earlier you submit your renewal package the sooner we can renew your dealer certificate, salesperson licenses and dealer plates (decals).

**The following are some helpful reminders to assist you when completing the renewal applications.**

**MVDB 10 – Motor Vehicle Dealer Application - An “official” dealership email address must be indicated on this application.**

**Fee \$270 Dealer Certificate - includes the primary license type and a \$50 fee for each additional license type (endorsement) for the same location.**

- Pay special attention to your listed business hours, owner and dealer-operator information, and answer all questions accurately.
- SIGN the application.

**MVDB 61 – Salesperson Application – All salespersons MUST be employed by the dealer as a W-2 employee - NOT as an independent contractor**

**Fee \$50 per salesperson**

- Review and correct any pre-printed information on the form.
- There should be a MVDB 61 for each salesperson employed at the dealership. If you are missing a MVDB 61 for a salesperson, download the form at [www.mvdb.virginia.gov/forms](http://www.mvdb.virginia.gov/forms) and complete it (include \$50 for each one).

- If there is a MVDB 61 for a salesperson no longer employed at the dealership, please mark "TERMINATE" on the front and send the MVDB 61 back with the renewal package.
- Both the employing dealer and salesperson MUST sign the MVDB 61.

**MVDB 9 – Dealer Plate Application**

**Fee \$60 for 1<sup>st</sup> two plates; \$26 for each additional plate; additional \$10 each for reserve plate if applicable.**

- Refer to authorized MAX plates indicated on the MVDB 9.
- Be sure you submit a copy of the Certificate of Liability Insurance (CLI) with your renewal package. Delays in processing your renewal package may occur if the CLI is not returned to the MVDB with the renewal package.

Your authorized number of dealer plates is based on the number of salespersons employed by your dealership and your retail sales from the previous license year. If you are requesting additional dealer plates, please submit a **MVDB 55** (Record of All Wholesale Sales and Retail Sales Registered Out-of-State) with your renewal package for consideration. The **MVDB 55** is included in the renewal package.

**NOTE:** Per § 46.2-1547 of the Code of Virginia, automobile liability insurance coverage must be maintained on all of your assigned dealer plates, **and a copy of the Certificate of Liability Insurance must be included with this renewal.** The number of dealer plates covered by your insurance policy must be equal to the number of dealer plates issued to you. Failure to have adequate coverage may result in the assessment of a civil penalty not to exceed \$1,000 per instance or administrative action taken against your dealer license.

The table below describes the maximum number of plates can be issued/renewed. Per Virginia Code § 46.2-1546, MVDB or DMV are not authorized to exceed the maximum number of plates.

Dealer Plates	Retail Sales
2	Less Than 25 Vehicles
4	25-49 Vehicles
4 or More Based On 4 Plates per current Licensed Salesperson	50 and over

**MVDB 58 – Self Inspection Checklist –** The dealer-operator should review and initial each item and sign. Return the checklist with your renewal package. This checklist highlights important daily activities that the dealer-operator, salespersons, and office staff conduct with auto-buying customers, the MVDB and the DMV. When reviewing the checklist, should you discover that any of these processes are in need of improvement take the necessary corrective steps so that you are in compliance.

The Board staff is here to help you. The quickest and easiest way for MVDB to respond to inquiries is by email at [dboard@mvdb.virginia.gov](mailto:dboard@mvdb.virginia.gov). Please provide your dealer certificate number in the email for routing purposes.

Enclosures