



How to Become a Dealer in Virginia

Checklist

Steps	Step Name	Process																			
Step One	Franchise or Independent	Both Independent and Franchise dealers require a qualified dealer-operator. You can find out how to become a qualified dealer-operator in either our Independent Dealer-Operators or Franchise Dealer-Operators section.	<input type="checkbox"/>																		
Step Two	Register Business with the SCC	If you are a LLC, Corporation, Partnership, or a sole proprietorship, register your business with the State Corporation Commission by clicking here . If you are using a trading as name (fictitious or DBA) it must be filed with the SCC.	<input type="checkbox"/>																		
Step Three	ZONING: Your location must satisfy all zoning regulations.	By law (§46.2-1510), your dealership location is required to satisfy all local zoning regulations. Your local zoning official must sign and date the MVDB 19 zoning form. Submit completed form with your application within 30 days of the zoning approval date. Read more details on the MVDB website under ZONING located here .	<input type="checkbox"/>																		
Step Four	Dealership Requirements	Have sales, service, and office space devoted exclusively to the dealership of at least 250 square feet in a permanent, enclosed building and not used as a residence. § 46.2-1510 House all dealer records on dealership premises as required by Code of Virginia § 46.2-1529 . Equip your office space with a desk, chairs, filing space, a working telephone listed in the name of the dealership, and working utilities including electricity and provisions for spaceheating, an internet connection, and a valid email address. § 46.2-1510 Display business hours and have required signage § 46.2-1533 and § 46.2-1534 of the Code of Virginia. A dealer must be open a minimum of 20 hours per week. Ten (10) of these hours must be between 9 a.m. – 5 p.m., Monday through Friday. Have contiguous parking space designated for the exclusive use of the dealership adequate to permit the display of no less than 10 vehicles. § 46.2-1510																			
Step Five	Get Bonded and Insured.	Secure a \$50,000 surety bond. Make sure the name on your Bond, MVDB 10 , and SCC documents are exactly the same. The Bond must remain in effect for three (3) consecutive years from dealership opening. Secure Liability insurance that insures each dealer plate issued to your dealership.	<input type="checkbox"/>																		
Step Six	Complete and Submit Required Forms to the MVDB	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Doc Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>MVDB 2</td> <td>Bond Application Submit the original, owner and witness signed MVDB 2.</td> </tr> <tr> <td>MVDB 9</td> <td>Application for Dealer plates (<i>you are eligible to receive up to 4 times the number dealer plates based on the number of salespersons employed</i>). A copy of your proof of liability insurance indicating the number of plates insured, is required. Policy may state ALL plates insured.</td> </tr> <tr> <td>MVDB 10</td> <td>License application for initial license(s). Include Federal employer identification number if applicable</td> </tr> <tr> <td>MVDB 19</td> <td>Certification of Zoning Compliance dated within 30 days of submission. Must have zoning approval for each license type.</td> </tr> <tr> <td>MVDB 61</td> <td>Salesperson application for initial and transfers. A background check must be completed and submitted on the MVDB 61 for each owner, partner, and initial sales applicants. Completed background checks must not exceed 30 days from the date of submission. Dealer-Operators must have a sales license.</td> </tr> <tr> <td></td> <td>A copy of a compliant Buyer's order. See the buyers Order Checklist HERE</td> </tr> <tr> <td></td> <td>SCC Documentation. Make sure the company and dealership name on the surety bond matches the MVDB 10 application name and the State Corporation Commission filing name EXACTLY.</td> </tr> <tr> <td></td> <td>SCC filing documents of any "trading as" or fictitious name.</td> </tr> </tbody> </table>	Doc Name	Description	MVDB 2	Bond Application Submit the original, owner and witness signed MVDB 2.	MVDB 9	Application for Dealer plates (<i>you are eligible to receive up to 4 times the number dealer plates based on the number of salespersons employed</i>). A copy of your proof of liability insurance indicating the number of plates insured, is required. Policy may state ALL plates insured.	MVDB 10	License application for initial license(s). Include Federal employer identification number if applicable	MVDB 19	Certification of Zoning Compliance dated within 30 days of submission. Must have zoning approval for each license type.	MVDB 61	Salesperson application for initial and transfers. A background check must be completed and submitted on the MVDB 61 for each owner, partner, and initial sales applicants. Completed background checks must not exceed 30 days from the date of submission. Dealer-Operators must have a sales license.		A copy of a compliant Buyer's order. See the buyers Order Checklist HERE		SCC Documentation. Make sure the company and dealership name on the surety bond matches the MVDB 10 application name and the State Corporation Commission filing name EXACTLY .		SCC filing documents of any "trading as" or fictitious name.	<input type="checkbox"/>
Doc Name	Description																				
MVDB 2	Bond Application Submit the original, owner and witness signed MVDB 2.																				
MVDB 9	Application for Dealer plates (<i>you are eligible to receive up to 4 times the number dealer plates based on the number of salespersons employed</i>). A copy of your proof of liability insurance indicating the number of plates insured, is required. Policy may state ALL plates insured.																				
MVDB 10	License application for initial license(s). Include Federal employer identification number if applicable																				
MVDB 19	Certification of Zoning Compliance dated within 30 days of submission. Must have zoning approval for each license type.																				
MVDB 61	Salesperson application for initial and transfers. A background check must be completed and submitted on the MVDB 61 for each owner, partner, and initial sales applicants. Completed background checks must not exceed 30 days from the date of submission. Dealer-Operators must have a sales license.																				
	A copy of a compliant Buyer's order. See the buyers Order Checklist HERE																				
	SCC Documentation. Make sure the company and dealership name on the surety bond matches the MVDB 10 application name and the State Corporation Commission filing name EXACTLY .																				
	SCC filing documents of any "trading as" or fictitious name.																				

Checklist

<p>Step Six - continued</p>		<p>Franchise dealers must attach a copy of the franchise agreement and original franchise letter, which includes the manufacturer or distributor’s service agreement. The manufacturer or distributor must also be licensed by the DMV.</p> <p>All forms are available for printing from our website HERE.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Required Fees</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$270.00</td> <td>Dealer Certificate</td> </tr> <tr> <td style="text-align: center;">\$50.00</td> <td>Each Additional License Type Endorsement</td> </tr> <tr> <td style="text-align: center;">\$350.00</td> <td>Motor Vehicle Transaction Recovery Fund Paid Annually for the First 3-years of operation.</td> </tr> <tr> <td style="text-align: center;">\$60.00</td> <td>First 2 Dealer Plates</td> </tr> <tr> <td style="text-align: center;">\$26.00</td> <td>Additional Dealer Plates (each)</td> </tr> <tr> <td style="text-align: center;">\$50.00</td> <td>Salesperson’s License (each)</td> </tr> </tbody> </table>	Required Fees		\$270.00	Dealer Certificate	\$50.00	Each Additional License Type Endorsement	\$350.00	Motor Vehicle Transaction Recovery Fund Paid Annually for the First 3-years of operation.	\$60.00	First 2 Dealer Plates	\$26.00	Additional Dealer Plates (each)	\$50.00	Salesperson’s License (each)	
Required Fees																	
\$270.00	Dealer Certificate																
\$50.00	Each Additional License Type Endorsement																
\$350.00	Motor Vehicle Transaction Recovery Fund Paid Annually for the First 3-years of operation.																
\$60.00	First 2 Dealer Plates																
\$26.00	Additional Dealer Plates (each)																
\$50.00	Salesperson’s License (each)																
<p>Step Seven</p>	<p>Opening Inspection</p>	<p>After approval of your dealership application, your assigned Field Representative will contact you after receiving your license items, to schedule an opening inspection.</p> <p>When the location complies with all Virginia Code requirements. Upon a satisfactory inspection, the MVDB Field Representative will give you your certificate, licenses and dealer plates, and your dealership will be open for business.</p> <p>Know and understand Virginia Advertising laws. Advertising laws may be found under Virginia Code § 46.2-1581, Virginia Regulations, and advertising guidance documents may be found on our website link HERE.</p> <p>Dealership Employee Requirements:</p> <ul style="list-style-type: none"> • Each dealership salesperson must be licensed by the Board, employed by the dealership, paid on a W-2, and may not be classified as a “1099 independent contractor.” • See Virginia Code § 46.2-1537, and § 46.2-1500 salesperson definition. 	<input type="checkbox"/>														
<p>Step Eight</p>	<p>Take Those Extra Steps to Make Life Easier</p>	<ul style="list-style-type: none"> • In order to issue 30-day temporary tags (PoD), you must have an agreement with one of the following vendors. Click HERE to link to the DMV and the PoD vendors directly. • Visit our website at https://www.mvdb.virginia.gov/ for additional, pertinent and code section information. • While on our website, click HERE to sign up for electronic (email) issues of our newsletter Dealer Talk and other emailed information notifications. • Become an On-Line Dealer and perform many of your DMV-related dealer transactions from your office. Visit http://www.dmv.state.va.us/webdoc/pdf/dmv25.pdf for more information. 															

The information here and much more can be found on our [How to Become a Dealer](#) section of our website.