

# DEALERSHIP TEMPORARY CLOSING NOTICE

**Purpose:** Use this form to notify the Motor Vehicle Dealer Board (MVDB) and the public when the dealership will be temporarily closed.

**Instructions:** Print clearly

1. Complete and email (dboard@mvdb.virginia.gov) or FAX (804-367-1053) the entire form to MVDB.
2. Post this notice at or near the dealership entrance, visible to the public.  
 Detach bottom portion (sections 4 & 5) before posting.

<b>1</b>	DATE OF TEMPORARY CLOSING	TIME OF TEMPORARY CLOSING	(check one) <input type="checkbox"/> am <input type="checkbox"/> pm
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<b>2</b>	DATE OF REOPENING	TIME OF REOPENING	(check one) <input type="checkbox"/> am <input type="checkbox"/> pm
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<b>3</b>	CONTACT NAME	MOBILE OR PRIMARY CONTACT NUMBER
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 Detach Sections 4 and 5 Before Posting

<b>4</b>	DEALER CERTIFICATE NUMBER	DEALERSHIP NAME
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<b>5</b>	REASON FOR TEMPORARY CLOSING
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**Note:** Dealers failing to notify the Motor Vehicle Dealer Board (Virginia Code § 46.2-1533) and/or post a closing notice at the dealership may be subject to a civil penalty (Virginia Code § 46.2-1507).

For additional information, please visit [www.mvdb.virginia.gov](http://www.mvdb.virginia.gov).