

#### 2026

#### RHODE ISLAND DEALERS' LICENSE UPDATE INSTRUCTIONS FOR 2026

Rhode Island General Law § 31-5-8§ License - Fee. (a) The license fee for each year shall be as follows: the fee for the license to each motor vehicle dealer shall be three hundred dollars (\$300) plus a fee in like amount for each office or branch. (b) Commencing January 1, 2015, the license fee for the three-year (3) license duration shall be nine hundred dollars (\$900) payable in installments of three hundred dollars (\$300) per year (plus fees). Although the Dealer's License is valid for a three-year period, there are several requirements that need to be met each year to maintain your Dealers' License in good standing, and to receive the required authorization to renew your Dealer plates. These requirements are as follows.

| Complet | ed Applic | ation for | Renewal | of Motor | Vehicle l | Dealers' | License t | o include | the f | Collowing |
|---------|-----------|-----------|---------|----------|-----------|----------|-----------|-----------|-------|-----------|
|         |           |           |         |          |           |          |           |           |       |           |

| 1. Complete and notarize customer profile on page 1 and must match what we have on re-   | cord.  |
|--|--------|
| 2. An updated Employee List.   |        |
| 3. An updated Employee Authorization form.   |        |
| 4. An updated Dealer Runner Authorization form.  |        |
| 5. MVT-10 Authorization form.  |        |
| 6. A line of Credit Affidavit signed by a bank official and notarized. (enclosed)  |        |
| 7. \$50,000 Surety Bond and Power of Attorney Authorization, notarized (sample enclosed  | d)     |
| <ol> <li>An updated Permit to Make Sales at Retail that includes d/b/a name and address as lic<br/>from the RI Division of Taxation that expires no earlier than June 30, 2026 for each deal<br/>location.</li> </ol>                                      |        |
| 9. Certificate of Certificate of Good Standing issued by the Secretary of State (if you corporation) You can contact the Secretary of State by calling (401) 222-3040 or acc their website <a href="https://www.sos.ri.gov/">https://www.sos.ri.gov/</a> . |        |
| 10. An active 'Second Hand' license or equivalent, if required by your local city or town.   |        |
| 11. A company check in the amount of \$303.50 payable to the "RI Dealers' Licens Regulations Office" for each location.  | se and |

#### Please send application in same order as listed above.

You must submit the required documentation either by mail or at the Dealers' License and Regulations Office drop box, 600 New London Avenue, Cranston, RI 02920 no later than <u>December 1, 2025</u>. This will allow this office enough time to process the required documentation prior to December 31, 2025. Please ensure that all the documents are completed in their entirety, and are signed by the appropriate corporate officer, sole owner or partner. When completing the required forms, please do not cross out or use correction fluid to correct errors. Please do not use staples in the renewal package. All signatures must be properly notarized prior to submission.

No changes will be accepted, example (name, officers, or locations). Changes may be made after the 2026 renewal has been approved.

Please note that incomplete or illegible forms cannot be processed and will be returned. The intentional submission of any false or fraudulent information will lead to the appropriate sanctions up to and including the potential suspension or revocation of your Dealers' License and possible criminal prosecution. No exceptions.

Rules and Regulations regarding Dealers, Manufacturers, and Rental Licenses can be located by going the DMV website at <a href="https://dmv.ri.gov/forms/business-forms">https://dmv.ri.gov/forms/business-forms</a>.

As a licensed entity with the Dealer's Licensing and Regulations Office you are responsible for ensuring that your business complies with those rules and regulations.

If you have any questions or require additional information, you may contact the Dealer License and Regulation Office at (401) 462-5746.

Only one application for Main location and Annex is required. Include a check for \$303.50 for each location.



# RHODE ISLAND DEALERS' LICENSE & REGULATIONS OFFIC DIVISION OF MOTOR VEHICLES 600 NEW LONDON AVENUE, CRANSTON, RI 02920 TEL# (401) 462-5746 FAX # (401) 462-5789

| OFFICIAL USE ONLY: |
|--------------------|
| RECEIVED:          |
| CHECK #            |
| ISSUED:            |

# 2026

| MOTOR<br>CUSTOMER PROFILE  | VEHICLI  | E DEALERS                               | s' RENEV  | VAL APPLICATI<br>DATI                             |                                |            |
|--|--|---|-----------|---|--------------------------------|------------|
| 1. Corporate Name:   |  |   |           |   |                                |            |
| 2. d/b/a Name:   |  |   |           |   |                                |            |
| 3. Principal Business Location: 1  | Number/Str   | eet                                     |           | City/Town   | State                          | Zip code   |
| 4. Location of Annex   | Number/St  | reet                                    |           | City/Town   | State                          | Zip code   |
| 5. Telephone Number of Dealers   | hip:   |   |           | Fax Number:                                       |                                |            |
| Cell Phone Number:   | •  |   |           | Home Phone Nu                                     | ımber:                         |            |
| E-mail:  |  |   |           | Federal Tax ID 7                                  | #                              |            |
| 6.License Number(s): Main  |  | Ann                                     | ex        | Date of   | 1 <sup>st</sup> original licer | ise.       |
| 7. Names, titles and addresses of Name   |  | ate Officers, e and date of             |           | Partners of Dealer                                |                                | al Address |
|  |  |   |           |   |                                |            |
|  |  |   |           |   |                                |            |
| 8. a.) Name of company you have of   |  | anchise with:                           |           |   | Effective                      | Date:      |
| b.) If yes, what make of vehicles  | <u>s?</u>  |   |           |   |                                |            |
| List Number of Vehicles sold from New Vehicles Retailed:   |  |   |           | te for both main an                               |                                |            |
| Used Vehicles Retailed:  |  | To                                      | otal Numb | er of Vehicles Sold                               | in <b>2025</b> :               |            |
| Dealer Plates Assigned (list a 900 Dealer Plates Assigned: I, the undersigned, hereby declaration contained on this  | lare that I  |   |           |   |                                |            |
| Signature of applicant:  |  |   | Prin      | ted name:   |                                |            |
| <ol> <li>Customer Profile</li> <li>Employee List</li> <li>Employee Authorization Form</li> <li>Runner List</li> <li>MVT-10 Authorization</li> <li>Line of Credit Affidavit</li> <li>Bond to read exact as file card.</li> <li>Updated Tax Permit.</li> </ol> | YES () | NO() NO() NO() NO() NO() NO() NO() NO() | Subscr    | E OF RHODE ISLANI<br>ibed and sworn to befo<br>20 |                                | PF<br>_day |



#### 2026 Employee List

| d/b/a Name:                            |  |
|--|--|
| General Manager Name                   | Direct Phone#  |
|  | presently on your payroll and receive W-2 forms:<br>ED IN THE DEALERS' LICENSE & REGULATIONS OFFIC |
| Name:                                  | Drivers License#   |
|  |  |
|  | EES LISTED:  |
|  | NY TIME THERE IS AN EMPLOYEE CHANGE.   |
| Have you or any of your employe Yes No | ees been convicted of a criminal offense within the last 12 m                                      |



# 2026

#### DEALERS' EMPLOYEE AUTHORIZATION

| Dealership Licensed Name:                |  |
|--|--|
| Business Address:                        |  |
|  |  |
|  |  |
|  | r, partner and corporate officer, are properly authorized to pick allowed by the Department of Motor Vehicles for the above- |
| Name                                     | Drivers' License Number  |
| 1  |  |
|  |  |
| 3  |  |
| It is understood that every dealership i | s entitled to list a maximum of three (3) employees who are a W-2 form. You must contact the Dealers' License &              |



# 2026

### DEALERS' RUNNER AUTHORIZATION

| Dealership Licensed Name:  |  |
|--|--|
| Business Address:  |  |
| RHODE ISLAND DEALER RUNNERS AUTHO  | RIZED TO REGISTER VEHICLES ONLY            |
| Name   | Drivers' License Number                    |
| 1  |  |
| 2  |  |
| 3  |  |
| If the dealership is using a 3 <sup>rd</sup> party registra information for this service runner: | tion service, please provide the following |
| NAME   |  |
| PHONE  |  |
| EMAIL  |  |
| * The service must check in with Enforcem dealership.  | ent with proof of employment from your     |



# 2026

| Dealership Name:   |
|--|
| Business Address:  |
|  |
| MVT-10 INSTRUCTION FOR USE   |
| Assignments must be completed <u>IN FULL</u> when transferring from dealer to dealer or dealer to private party, e.g., buyer and seller information, mileage, signatures, printed names dates, and dealer license number.  |
| Dealers must complete <u>ALL</u> assignments on the title <u>BEFORE</u> using the MVT-10 form. All reassignments (MVT-10) that are assigned to a dealership are to be used by that dealership <u>ONLY</u> . Dealer is responsible for all MVT-10's assigned to the dealership. |
| We acknowledge that we have read the instructions for use of an MVT-10. It is understood that the dealership is responsible for the use of the MVT-10's assigned to them.  |
| SIGNATURE OF OWNER, PARTNER, OR CORPORATE OFFICER  |
| PRINTED NAME OF OWNER, PARTNER, OR CORPORATE OFFICER   |



## 2026

### DEALERS' LINE OF CREDIT AFFIDAVIT

| Pursuant to the Rules and Regulation  | s Regarding D    | ealers, Manufact    | urers & Rental Licen  | ses, the |
|---------------------------------------|------------------|---------------------|-----------------------|----------|
| below named dealership maintains a    | line of credit o | f at least \$50,000 | at the following fina | ncial    |
| institution:                          |                  |                     |                       |          |
| Dealership Licensed Name:             |                  |                     |                       |          |
| Business Address:                     |                  |                     |                       |          |
|                                       |                  |                     |                       |          |
|                                       | Signature of C   | wner, Partner or    | Corporate Officer     |          |
|                                       | Print Name       |                     |                       |          |
| Name of financial institution)        |                  |                     |                       |          |
| Address                               |                  |                     |                       |          |
| Phone Number                          |                  | -                   |                       |          |
| Authorized Financial Agent:           |                  |                     |                       |          |
| Print Name                            |                  | Authorized F        | inancial Agent Signa  | ture     |
| Direct Phone Number                   |                  |                     |                       |          |
| State of Rhode Island                 | County           |                     |                       |          |
| Subscribed and sworn to before me the | nisday           | y of                | 20                    | -        |
| Notary Public                         |                  | Commission Ex       | pires                 | _        |



# State of Rhode Island Dealers License and Regulations Office 600 New London Avenue, Cranston, RI 02920

| SURETY BOND NO. |  |
|-----------------|--|
|                 |  |

# Know all men by these presents

| f the State of  |
|---|
| e of Rhode Island and having an office at in the State of as surety are held and firmly bound unto the Rhode fice in the State of Rhode Island in the penal sum of dollars he United States of America, well and truly to be paid to the said Regulations Office or their at, well and truly to be made, we bind ourselves, ours heirs, executors, administrators and by these presents. Said Regulations Office may assign to purchasers / sellers of motor vehicles and out of this obligation. WHEREAS, The principal has applied or is about to apply to the attions Office for a license to conduct the business of a motor vehicle dealer pursuant to the   |
| e of Rhode Island and having an office at in the State of as surety are held and firmly bound unto the Rhode fice in the State of Rhode Island in the penal sum of dollars he United States of America, well and truly to be paid to the said Regulations Office or their at, well and truly to be made, we bind ourselves, ours heirs, executors, administrators and by these presents. Said Regulations Office may assign to purchasers / sellers of motor vehicles and out of this obligation. WHEREAS, The principal has applied or is about to apply to the attions Office for a license to conduct the business of a motor vehicle dealer pursuant to the   |
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| tions Office for a license to conduct the business of a motor vehicle dealer pursuant to the  |
|   |
| 1750 as afficience, for the year commencing , 20  |
| at in the State of Rhode Island.  |
| N OF THIS OBLIGATION IS SUCH, that if the said principal shall faithful comply with the license law, being Chapter 1499 Public Laws of 1956 as amended or as hereafter amended, ages incurred or caused by any violation of the provisions of said Chapter or any regulation Regulations Office, then this obligation is to be void, otherwise to remain in full force and conditions:  on account of any and all defaults hereunder shall in no event exceed the penal sum of this mafter provided, this bond shall be in effect for the period of said license. Ending December the Surety may, however, at any time terminate its obligation hereunder by giving sixty (60) the Rhode Island Dealers' License & Regulations Office, in which event the liability of the cy (60) days, cease and determine, except as to such liability of the Principal for violation of attions Office occurring prior to the expiration of said sixty (60) days. |
| be brought after the expiration of two (2) years from the termination of this bond.  Dealership Name:   |
| Owners' Signature:  |
| o where significant   |
| Surety by   |
| Surety Authorized Signature   |
| Title   |
|   |
| ACKNOWLEDGEMENT OF PRINCIPAL  |
| (As owner, partner, or corporate officer)   |
| 20 before me personally appeared the above named as to me known and known to me to be the same person described in and who executed dged the execution of the same.   |
| 20 before me personally appeared the above named  |
| as to me known and known to me to be the same person described in and who executed  |
| aged the execution of the same.   |
|   |
|   |
|   |
| ations Office   |
|   |
|   |

IMPORTANT! THIS BOND IS NOT VALID UNLESS PROOF OF ACCEPTANCE (Power of Attorney Authorization) FROM INSURANCE COMPANY IS ATTACHED TO THIS DOCUMENT. SUBMIT ORIGINAL BONDS TO THE DEALERS' LICENSE AND REGULATIONS OFFICE, 600 NEW LONDON AVENUE, CRANSTON, RI 02920