



State of Rhode Island  
Rhode Island Division of Motor Vehicles  
Rhode Island Dealer's License and Regulations Office  
600 New London Avenue, Cranston, RI 02920  
Tel. # 401-462-5746 / Fax # 401-462-5789

**2022**

RHODE ISLAND DEALERS' LICENSE UPDATE INSTRUCTIONS FOR 2022

***Due to Rhode Island General Law § 31-5-7, "Duration of License" the Dealer's License you were issued in January 2021 is valid for a period of three (3) years and is valid through December 31<sup>st</sup>, 2023. Dealer plates still expire on December 31<sup>st</sup> of each year, and therefore need to be renewed annually. 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.***

**Completed Application for Renewal of Motor Vehicle Dealers' License to include the following:**

- 1. Complete and notarize customer profile on page1 and must match what we have on record.
- 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)
- 8. An updated Permit to Make Sales at Retail that includes d/b/a name and address as licensed from the RI Division of Taxation that expires no earlier than June 30, 2021 for each dealership location.
- 9. Certificate of Letter of Good Standing issued by the Secretary of State (if you are a corporation) You can contact the Secretary of State by calling (401) 222-3040 or accessing their website <https://www.sos.ri.gov/>.
- 10. An active 'Second Hand' license or equivalent, if required by your local city or town.
- 11. A company check in the amount of \$302.50 payable to the "RI Dealers' License and Regulations Office" for each location.

**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 Wednesday, December 1, 2021. This will allow this office enough time to process the required documentation prior to December 31, 2021. Due to the large volume, individuals dropping off their documents in-person will not be allowed to wait for the forms to be reviewed. 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. 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 2022 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 <http://www.dmv.ri.gov/forms/business/index.php>.

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.

**SPECIAL ATTENTION: COVID 19 NEW PROCEDURE**

*The completed renewal package can be either mailed to our office or dropped off between 10-12 at the Dealer's drop off area at the Cranston DMV location. The drop box will be located beside the Dealer check in booth. The packages must contain a completed application along with the \$302.50 check payable to the RI DMV. Once processed, you will be sent the registration renewal form and instructions.*

**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 \$302.50 for each location.



RHODE ISLAND DEALERS' LICENSE & REGULATIONS OFFICE  
 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: \_\_\_\_\_

2022

**MOTOR VEHICLE DEALERS' RENEWAL APPLICATION**

**CUSTOMER PROFILE**

**DATE:** \_\_\_\_\_

1. Corporate Name: \_\_\_\_\_

2. d/b/a Name: \_\_\_\_\_

3. Principal Business Location: Number/Street \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

4. Location of Annex Number/Street \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

5. Telephone Number of Dealership: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Cell Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Federal Tax ID # \_\_\_\_\_

6. License Number(s): Main  Annex  Date of 1<sup>st</sup> original license. \_\_\_\_\_

7. Names, titles and addresses of all Corporate Officers, Owners or Partners of Dealership:  

Name	Title and date of title	Residential Address

8. a.) Name of company you have contract or franchise with: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
 b.) If yes, what make of vehicles? \_\_\_\_\_

List Number of Vehicles sold from **January 1, 2021-** to present date for both main and annex:

New Vehicles Retailed: \_\_\_\_\_ Used Vehicles Wholesaled: \_\_\_\_\_  
 Used Vehicles Retailed: \_\_\_\_\_ Total Number of Vehicles Sold in **2021**: \_\_\_\_\_  
 Dealer Plates Assigned (list all): \_\_\_\_\_  
 900 Dealer Plates Assigned: \_\_\_\_\_

**I, the undersigned, hereby declare that I am the owner, officer or member of the above dealership and that all the information contained on this application is true to the best of my knowledge or belief under the penalty of Perjury.**

Signature of applicant: \_\_\_\_\_ Printed name: \_\_\_\_\_

1.. Customer Profile	YES ( )	NO ( )
2.. Employee List	YES ( )	NO ( )
3. Employee Authorization Form	YES ( )	NO ( )
4. Runner List	YES ( )	NO ( )
5. MVT-10 Authorization	YES ( )	NO ( )
6. Line of Credit Affidavit	YES ( )	NO ( )
7. Bond to read exact as file card.	YES ( )	NO ( )
8. Updated Tax Permit.	YES ( )	NO ( )
9. Letter of Good Standing	YES ( )	NO ( )
10. 2 <sup>nd</sup> Hand License	YES ( )	NO ( )
11. Check Attached	YES ( )	NO ( )
Reviewed by _____		

STATE OF RHODE ISLAND COUNTY OF \_\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_\_ day  
 of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
 Notary Public  
 Date Notary Term Expires: \_\_\_\_\_



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 Dealers License and Regulations Office  
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**2022  
 Employee List**

Corporate Name: \_\_\_\_\_

d/b/a Name: \_\_\_\_\_

**List all employees who are presently on your payroll and receive W-2 forms:  
 1099 FORMS ARE NOT ACCEPTED IN THE DEALERS' LICENSE & REGULATIONS OFFICE**

Name: \_\_\_\_\_ Drivers License# \_\_\_\_\_

Name: \_\_\_\_\_ Drivers License# \_\_\_\_\_

Name: \_\_\_\_\_ Drivers License# \_\_\_\_\_

Name: \_\_\_\_\_ Drivers License# \_\_\_\_\_

Name: \_\_\_\_\_ Drivers License# \_\_\_\_\_

Name: \_\_\_\_\_ Drivers License# \_\_\_\_\_

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Name: \_\_\_\_\_ Drivers License# \_\_\_\_\_

Name: \_\_\_\_\_ Drivers License# \_\_\_\_\_

Name: \_\_\_\_\_ Drivers License# \_\_\_\_\_

TOTAL NUMBER OF EMPLOYEES LISTED: \_\_\_\_\_

PLEASE SUBMIT A NEW LIST ANY TIME THERE IS AN EMPLOYEE CHANGE.

Have you or any of your employees been convicted of a criminal offense within the last 12 months?  
 Yes\_\_\_\_ No\_\_\_\_

**If yes, please explain in detail on additional sheet.**



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DEALERS' EMPLOYEE AUTHORIZATION

Dealership Licensed Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
 \_\_\_\_\_

The following people, including owner, partner and corporate officer, are properly authorized to pick up **Loaner Agreement Forms, MVT10 forms** and other forms as allowed by the Department of Motor Vehicles for the above-named dealership.

Name	Drivers' License Number
1. _____	_____
2. _____	_____
3. _____	_____

It is understood that every dealership is entitled to list a maximum of three (3) employees who are noted on the Employee List receiving a W-2 form. You must contact the Dealers' License & Regulations office if you must make any changes to this list.



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DEALERS' RUNNER AUTHORIZATION

Dealership Licensed Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

RHODE ISLAND DEALER RUNNERS AUTHORIZED TO REGISTER VEHICLES ONLY

Name	Drivers' License Number
1. _____	_____
2. _____	_____
3. _____	_____

If the dealership is using a 3<sup>rd</sup> party registration service, please provide the following information for this service runner:

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

\* The service must check in with Enforcement with proof of employment from your dealership.



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**2022**

Dealership Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

**MVT-10 INSTRUCTION FOR USE**

Assignments must be completed **IN FULL** 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 **ALL** assignments on the title **BEFORE** using the MVT-10 form. Any and all reassignments (MVT-10) that are assigned to a dealership are to be used by that dealership **ONLY**. 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



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DEALERS' LINE OF CREDIT AFFIDAVIT

Pursuant to the Rules and Regulations Regarding Dealers, Manufacturers & Rental Licenses, the below named dealership maintains a line of credit of at least \$50,000 at the following financial institution:

Dealership Licensed Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Owner, Partner or Corporate Officer

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Name of financial institution)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Phone Number

Authorized Financial Agent:

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Authorized Financial Agent Signature

\_\_\_\_\_  
 Direct Phone Number

State of Rhode Island County \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
 Notary Public

\_\_\_\_\_  
 Commission Expires





**Know all men by these presents**

That we \_\_\_\_\_  
of \_\_\_\_\_  
as principal and \_\_\_\_\_  
a corporation organized under the laws of the State of \_\_\_\_\_  
and authorized to do business in the State of Rhode Island and having an office at \_\_\_\_\_

\_\_\_\_\_ in the State of \_\_\_\_\_ as surety are held and firmly bound unto the Rhode Island Dealers License & Regulations office in the State of Rhode Island in the penal sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) lawful money of the United States of America, well and truly to be paid to the said Regulations Office or their successors, or assigns, for which payment, well and truly to be made, we bind ourselves, ours heirs, executors, administrators and successors jointly and severally, firmly by these presents. Said Regulations Office may assign to purchasers / sellers of motor vehicles from the principal any and all rights arising out of this obligation. WHEREAS, The principal has applied or is about to apply to the Rhode Island Dealers' License & Regulations Office for a license to conduct the business of a motor vehicle dealer pursuant to the provisions of Chapter 1499 Public Laws 1956 as amended, for the year commencing \_\_\_\_\_, 20 \_\_\_\_\_ and ending December 31, 20 \_\_\_\_\_ at \_\_\_\_\_ in the State of Rhode Island.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said principal shall faithful comply with the provisions of the motor vehicles dealers license law, being Chapter 1499 Public Laws of 1956 as amended or as hereafter amended, and shall promptly pay all costs and damages incurred or caused by any violation of the provisions of said Chapter or any regulation of the Rhode Island Dealers' License & Regulations Office, then this obligation is to be void, otherwise to remain in full force and effect, subject, however, to the following conditions:

1. The aggregate liability of the Surety on account of any and all defaults hereunder shall in no event exceed the penal sum of this bond.
2. Unless previously cancelled, as hereinafter provided, this bond shall be in effect for the period of said license. Ending December 31<sup>st</sup> of the above-stated calendar year. The Surety may, however, at any time terminate its obligation hereunder by giving sixty (60) days written notice to said Principal and the Rhode Island Dealers' License & Regulations Office, in which event the liability of the Surety shall, at the expiration of said sixty (60) days, cease and determine, except as to such liability of the Principal for violation of said Chapter or regulation of said Regulations Office occurring prior to the expiration of said sixty (60) days.
3. No action to recover hereunder may be brought after the expiration of two (2) years from the termination of this bond.

Signed, sealed and  
Delivered in the presence of:

Dealership Name: \_\_\_\_\_

**Owners' Signature:** \_\_\_\_\_

\_\_\_\_\_  
Print name of Insurance Agency

\_\_\_\_\_  
Surety

by \_\_\_\_\_

Surety Authorized Signature

Title \_\_\_\_\_

**ACKNOWLEDGEMENT OF PRINCIPAL**  
(As owner, partner, or corporate officer)

STATE OF RHODE ISLAND  
County of \_\_\_\_\_

On this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_ before me personally appeared the above named \_\_\_\_\_, Representing \_\_\_\_\_ as to me known and known to me to be the same person described in and who executed the above instrument and duly acknowledged the execution of the same.

\_\_\_\_\_  
Notary Public

Approved \_\_\_\_\_ 20 \_\_\_\_\_ Rhode Island Dealers' License & Regulations Office

\_\_\_\_\_  
Administrator - DMV

**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**