



APPLICATION FOR VEHICLE DEALER REGISTRATION PLATES FOR DEALERS LICENSED BY DEPARTMENT OF STATE

FOR DEPARTMENT USE ONLY
Bureau of Motor Vehicles • P.O. Box 68283 • Harrisburg, PA 17106-8283

CHECK (✓) ALL APPLICABLE:

- New Application
 Change of Name
 Add Branch Lot
 911 Address Change
 Change of Address
 Change in Officers
 Change of Owner

Dept. of State Use Only (VD Lot License #)

TYPE OF DEALERSHIP YOU ARE APPLYING FOR:

- Manufacturer
 New Vehicle
 Used Vehicle
 Motorcycle
 New Trailer Dealer
 Mobile Home Dealer
 (NOTE: Request for Dealer/Business Partner ID# Only.)

NOTE: See instructions for documents that must accompany this application.

A NAME AND ADDRESS OF BUSINESS - Exactly as registration is to be issued.

Name		Federal ID#		State Sales Tax #	
Street Address (Principal Place of Business)				List DIN/Bus. Partner ID#	
City		County		State	Zip Code
Business Phone Number			Alternate Phone # of President or Controlling Partner		

B TYPE OF BUSINESS - Check (✓) One. This Location is - Check (✓) One.

- Sole Proprietorship
 Partnership
 Corporation
 Owned
 Leased

C LIST ALL OWNERS, PARTNERS OR CORPORATE OFFICERS (Home Address)

1. Name	Date of Birth	Title	Driver's License #	
Email Address	Phone Number		Fax Number	
Street Address	City		State	Zip Code
2. Name	Date of Birth	Title	Driver's License #	
Email Address	Phone Number		Fax Number	
Street Address	City		State	Zip Code
3. Name	Date of Birth	Title	Driver's License #	
Email Address	Phone Number		Fax Number	
Street Address	City		State	Zip Code

D LIST OTHER BUSINESSES AT THIS LOCATION

E INDICATE NUMBER OF REGISTRATION PLATES YOU ARE APPLYING FOR IN THE SPACE PROVIDED BESIDE THE APPROPRIATE CLASSIFICATION

Manufacturer, New and Used Vehicle, Trailer, Special Purpose Dealer: One-Year Registration Fee - \$58 per registration plate; Two-Year Registration Fee - \$116 per registration plate. Motorcycle Dealer: One-Year Registration Fee - \$29 per registration plate; Two-Year Registration Fee - \$58 per registration plate.

Registration Plates				Registration Cards			
Registration Plate Type	# of Plates Requested	Registration Fee	Plates Subtotal	# of Duplicates Requested	Fee	Reg. Cards Subtotal	
Manufacturer Plates (MFG)		X	= \$		X	\$2.00	= \$
Motorcycle Dealer Plates (MCD)		X	= \$		X	\$2.00	= \$
New Trailer Dealer Plates (ND)		X	= \$		X	\$2.00	= \$
New Vehicle Dealer Plates (ND)		X	= \$		X	\$2.00	= \$
Special Purpose Dealer Plates (SP)		X	= \$		X	\$2.00	= \$
Used Vehicle Dealer Plates (UD)		X	= \$		X	\$2.00	= \$

NOTE: Dealer registration plates may be renewed for one or two-year periods.
All dealer registration plates listed must have the same expiration date.

Registration Plates Subtotal: \$
+ Reg. Cards Subtotal: \$
= Total Fees Due: \$

Provide explanation below on how each of these registration plates will be used.

1. How many vehicle sales persons are employed by this business? _____
2. How many vehicle sales are projected each month? _____
3. How many dealer plates will be used for personal use? _____
4. How many dealer plates will be used for loaner vehicles? _____
5. How many dealer plates will be used for teaching students enrolled in a driving school? _____

F PLEASE LIST THE TYPE OF VEHICLES YOU INTEND TO SELL - Cars, Trucks, Motorcycles, Trailers (over 3,000 lbs.), Mobile Homes, etc. Please indicate new or used.

G INSURANCE INFORMATION - Refer to #5 in instructions for required proof of insurance.

Insurance Company Name: _____
Agent Name: _____ Agent Phone Number: _____
NAIC Number: _____ Policy Number: _____
Effective Date: _____ Expiration Date: _____

H AGENT SERVICES REQUIREMENTS

Do you want to issue temporary registration plates?

- YES NO If yes, see agent service application requirements located in Pub 459, "Requirements on Becoming a Dealer." Pub 459 can be found on our website at www.dmv.pa.gov.

I ADDITIONAL INFORMATION

1. Is this application a change of ownership or was this location previously a vehicle dealership?
 YES NO If yes, explain and list name of dealership and Dealer/Business Partner Identification Number if known.

Please list DIN/Business Partner Identification Number: _____
2. Has this business or the owners, partners or officers thereof ever been registered as a dealer, miscellaneous motor vehicle business or issuing agent in this or any other state?
 YES NO If yes, list name(s), location(s), and Dealer/Business Partner Identification Number(s).

3. Have any owners, partners or corporate officers of this business ever been affiliated with a dealership, miscellaneous motor vehicle business, messenger service or full agent whose registration was suspended, cancelled or revoked or is currently under investigation or notice to attend a departmental or court hearing or is awaiting a decision by a hearing officer of a court?
 YES NO If yes, explain: _____

4. Do any owners, partner, corporate officer or any business with which they were previously affiliated, have any outstanding liabilities which are due and owing to the commonwealth including but not limited to taxes, fees, monetary penalties or outstanding registration plates or paperwork?
 YES NO If yes, explain: _____

5. Have any owners, partners or corporate officers of this business ever been convicted or administratively sanctioned for violations of department regulations or Chapters 11, 13 or 23 of the Pennsylvania Vehicle Code or Title 18 of the Crimes Code?

YES NO If yes, explain: _____

6. Have any owners, partners or corporate officers of this business ever been convicted of a felony or misdemeanor?

YES NO If yes, explain: _____

7. Have any owners, partners or corporate officers of this business ever remitted uncollectible checks payable to any agency of the Commonwealth of Pennsylvania?

YES NO If yes, explain: _____

8. Have any owners, partners or corporate officers filed bankruptcy within the past 7 years?

YES NO If yes, explain: _____

J MISCELLANEOUS INFORMATION

- 1. Does your business location meet all local zoning and land use ordinances and building codes? YES NO
- 2. Does your business meet ADA accessibility requirements? YES NO
- 3. Have all owners, partners and officers read and understood Chapter 53 of Title 67 (Manufacturer, Dealer and Motor Vehicle Business Registration Plates) and Chapters 11, 13 and 23 of the Vehicle Code? YES NO

K NOTARIZATION

I/We certify under penalty of law that the information contained herein is TRUE and CORRECT. **WARNING:** Misstatement of fact is a misdemeanor of the third degree punishable by a fine of up to \$2,500 and/or imprisonment up to 1 year [18 Pa.C.S. Section 4904(b)] in addition to any sanction imposed by PennDOT.

Printed Name of Authorized Signee	Title	Authorized Signature	Date
Printed Name of Authorized Signee	Title	Authorized Signature	Date
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NOTE: When business is discontinued, dealer registration plates and registration cards must be returned to PennDOT within 5 days. If business is moved to another location, PennDOT must be notified within 10 days of the change. A completed Form MV-349 and a new agent service application requirement, if appropriate, photographs of new location, and a rider to the bond showing change of address must accompany this notification.

SUBSCRIBED AND SWORN TO BEFORE ME:	MONTH	DAY	YEAR
SIGNATURE OF PERSON ADMINISTERING OATH			
S T A M P	SIGN IN PRESENCE OF NOTARY		

Application for Vehicle Dealer Registration Plates

INSTRUCTIONS FOR COMPLETING MV-349

1. All information must be typed in full. List name of business exactly as dealer registration is to be issued. Address must be the physical street address. A Post Office Box may be used in addition to the street address. Include business phone and home phone numbers. The license issued will be valid only at the business address listed on this application.
2. Check appropriate box for type of business and if location is owned or leased.
3. List all owners, partners or corporate officers and their titles. Additional sheets of paper may be used, if necessary.
4. List other businesses at the same location.
5. Sign, date and have form notarized in Section K.
6. Dealer registration plates may be personalized. Should you choose to personalize your dealer registration plate, please complete and attach Form MV-904D, "Application for Personalized Dealer Registration Plate," to this application.
NOTE: There is an additional \$112 fee required with personalization requests.

DOCUMENTS THAT MUST ACCOMPANY THIS APPLICATION

1. The bond prescribed by Title 75, Section 1335, on PennDOT Form MV-375, does not apply to applications for Mobile Home Dealers who are requesting Dealer Identification Numbers only.
2. Include an original criminal history record (SP 4-164) obtained from the Pennsylvania State Police (not a copy) for each owner, partner or corporate officer.
Note: If an individual owner officer, or employee is a resident of a state other than Pennsylvania, then a criminal background check from their state of residence shall also be provided.
3. Include photographs of the interior and exterior of the business which clearly show the business office work area and business identification signs.
4. A check made payable to the Commonwealth of Pennsylvania in the amount of \$60 for payment of the Motor Vehicle Transaction Recovery Fund fee. This does not apply to applications for Mobile Home Dealers who are requesting Dealer Identification Numbers only.
5. A copy of the front and back of a government issued photo identification credential for each owner, partner or corporate officer.
6. When PennDOT issues a dealer registration plate, a copy of one of the following acceptable proofs of insurance must be submitted. In addition, Title 67, Chapter 53.3(b)(iii) requires a certificate of insurance or a statement from an insurance carrier authorized to do business in this commonwealth, on its letterhead, that indicates the applicant has sufficient liability insurance to cover as many vehicles as the number of registration plates applied for.
 - A. An insurance identification card;
 - B. The declaration page of insurance policy or a copy thereof;
 - C. A copy of a valid binder of insurance which contains all of the information required to appear on the I.D. card, excluding the policy number, and is signed by a licensed insurance agent or broker; or,
 - D. A copy of application for insurance to the Pennsylvania Automobile Insurance Plan (PAIP) which contains all of the information required to appear on the I.D. card, excluding the policy number, and is signed by a licensed insurance agent or broker.
7. Appropriate fee for number of dealer registration plates requested. Payment is to be made by check or money order payable to Commonwealth of Pennsylvania. **DO NOT SEND CASH.**
8. Copy of deed/lease or rental agreement.

Mail all completed forms to: PennDOT, Bureau of Motor Vehicles, P.O. Box 68283, Harrisburg, PA 17106-8283.