

STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

MEMORANDUM

**TO: DEALER NO:  
DEALER NAME  
DEALER ADDRESS  
CITY, STATE, ZIP**

**FROM: PATRICK I. ANDING  
VEHICLE SERVICES**

**SUBJECT: RENEWAL OF 2021 DEALER AND SALES  
REPRESENTATIVES LICENSES AND PLATES**

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Enclosed are the preprinted applications to use in renewing your dealer and sales representative licenses and to purchase your dealer plates and dealer transporter plates. Your present licenses and plates will expire on MONTH / DAY, YEAR. **There is no grace period.**

Please follow the instructions below in completing the renewal applications:

1. Review applications for accuracy and complete in their entirety.
2. As the applicant, you will need to certify the below while completing this dealer packet:

(1.) The Division requires applicants to consent to a criminal history record check. Does the applicant consent? **Yes or No (circle one)** \*Initial: \_\_\_\_\_

(2.) I have been convicted of an offense set forth under N.C.G.S. 20-106, 20-106.1, 20-107 or 20-112 within 5 years next preceding the date of filing the application. **Yes or No (circle one)** \*Initial: \_\_\_\_\_

(3.) I have been convicted of a crime: (a) possibly related to the duties and responsibilities for holding a sales representative license; or (b) violent or sexual in nature. **Yes or No (circle one)**  
\*Initial: \_\_\_\_\_ (The Division may deny an application if it determines that the conviction is directly related to the duties and responsibilities for holding such a license).

(4.) I have previously been denied or had a license issued under the Dealer Licensing Act that was suspended or revoked. **Yes or No (circle one)** \*Initial: \_\_\_\_\_

MAILING ADDRESS:  
NC DIVISION OF MOTOR VEHICLES  
3129 MAIL SERVICE CENTER  
RALEIGH, NC 27697-3129

Telephone: (919) 861-3182  
Fax: (919) 861-3805

WEBSITE: [WWW.NCDOT.ORG/DMV](http://WWW.NCDOT.ORG/DMV)

LOCATION:  
DMV HEADQUARTERS BUILDING  
1100 NEW BERN AVENUE  
RALEIGH, NC 27697

(5.) I am familiar with and will comply with all the laws and regulations governing the conduct of motor vehicle salesmen or representatives and will cooperate with the Division in administering the North Carolina Motor Vehicle Dealers and Manufacturers Act. The information and certifications contained in this application are true and correct to the best of my knowledge and belief. **Yes or No (circle one)** \*Initial: \_\_\_\_\_

**In reviewing an application, the Division may only deny an application based on a conviction under the requirements of N.C.G.S. § 20-294 and N.C.G.S. § 93B-8.1. Upon review of the application where the applicant has a criminal conviction, the Division shall consider:**

- (a) The level and seriousness of the crime.
- (b) The date of the crime.
- (c) The age of the person at the time of the crime.
- (d) The circumstances surrounding the commission of the crime, if known.
- (e) The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.
- (f) The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed.
- (g) The completion of, or active participation in, rehabilitative drug or alcohol treatment.
- (h) A Certificate of Relief granted pursuant to C.S. 15A-173.2.
- (i) The subsequent commission of a crime by the applicant.
- (j) Any affidavits or other written documents, including character references.

**If you answered answer “YES” to questions (2) or (3) above indicating that you have such a conviction, you may attach any information relevant for the Division to consider in reviewing your application. Such information can include, but not be limited to, the considerations listed above in (a) through (j) that the Division shall consider.**

**Applicant is required to provide a criminal history record check. Additional instructions can be found on the North Carolina Division of Motor Vehicles website.**

**Any material misstatement on this application and/or other grounds besides convictions listed under N.C.G.S. § 20-294 may authorize the denial of the application.**

**If the Division denies an application based on a conviction and/or other grounds listed under N.C.G.S. § 20-294, the applicant may appeal the denial under the procedures set forth under N.C.G.S. § 20-300, N.C.G.S. § 150B-45, and the remaining provisions of Article IV of Chapter 150B.**

3. If the name and/or address of the dealership is incorrect on the preprinted application, or if there are any changes in your ownership, **DO NOTE SEND TO RALEIGH.** Contact your local DMV Inspector to complete the necessary forms to make the corrections.
4. Please provide the insurance company name and policy number information. Furnish the complete name of the insurance company. (**AGENT’S NAME NOT ACCEPTABLE**).
5. The fee preprinted on the renewal application is correct for your dealer certificate. The fee for the first five (5) dealer plates is \$36.00 each plus a \$0.00 transit tax if the note below applies. All plates purchased after the first five (5) will be \$18.00 each plus a \$0.00 transit tax if the note below applies. All dealer transporter plates are \$18.00 each plus a \$0.00 transit tax if the note below applies. Dealer loaner plates are \$200.00 each plus a \$0.00 transit tax if the note below applies.

6. **LATE FEES:** A late fee of \$15.00 per plate will be charged on renewals beginning the first day of the month following the expiration date. **If you fail to renew your Dealer License and plates within one month of the expiration date, it will be stamped "Failure to Renew" and a new dealer application is required.**

**NOTE:** The fee for each plate purchased by Dealers, Manufacturers, Factory Branches, Distributors, and Wholesalers whose place of business is located in Transit Tax, Counties may be additional.

7. **N.C.G.S 20-79** governs the number of dealer plates that a dealer may purchase based upon the number of vehicles sold in the previous twelve-month period. **N.C.G.S 20-79.2(b1)** governs the number of transporter plates that a dealer may purchase. The total number of dealer and transporter plates issued to a dealer may not exceed the number of plates that can be issued to the dealer under **N.C.G.C. 20-79(b)**. Plates will be issued based on the following scale:

<u>VEHICLES SOLD IN RELEVANT 12-MONTH PERIOD</u>	<u>MAXIMUM NUMBER OF PLATES</u>
Fewer than 12	3
At least 12 but less than 25	6
At least 25 but less than 37	7
At least 37 but less than 49	8
49 or more	At least 8, but no more than 5 times the average number of qualifying sales representatives employed by the dealer during the relevant 12-month period.

8. To indicate which classifications of plates are needed, complete the enclosed VS-405 and attach it to VS-403.

9. The enclosed Affidavit (VS-418) must be completed in its entirety and must be notarized.

10. The fee for each sales, factory and distributor representative is \$20.00. **PLEASE ENDORSE AND RETURN APPLICATIONS WITH YOUR RENEWAL.**

11. All used motor vehicle dealers must show proof that the applicant has completed a six-hour course approved by the Division if the applicant is seeking a renewal license.

12. You should total the fees due and submit applications and remittance to the Division. Applications should be forwarded to:

NC DIVISION OF MOTOR VEHICLES  
DEALER UNIT  
3129 MAIL SERVICE CENTER  
RALEIGH, NORTH CAROLINA 27697-3129

We encourage you to return your application and fees to the Division by mail as soon as possible, so that you will receive your licenses and plates prior to your renewal date.

Thank you for your prompt attention to the renewal request.