

USED DEALER, DEALER-WHOLESALE ONLY, AND AUTOBROKER APPLICATION CHECK LIST ✓

Detailed information and instructions in completing and submitting applications are found in the pamphlet, "How To Complete An Application For A Dealer License", OL 248.

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.



Applicants applying for a used dealer or dealer-wholesale only license must attend a dealer education program and pass a written examination administered by the Department of Motor Vehicles before submitting the original Certificate of Completion with their application.

A. FORMS REQUIRED:	✓
Application for Original Occupational License, Part C (OL 12)	
Original Application for Occupational License, Part A (OL 21A)	
Surety Bond of Dealer (OL 25), OR Surety Bond of Motorcycle Dealer, Motorcycle Lessor-Retailer, All-Terrain Vehicle Dealer, or Wholesale-Only Dealer [less than 25 vehicles per year] (OL 25B) OR Cash Bond with OL 65/94 OR Passbook or Certificate of Deposit with OL 64/65	
Application for Occupational License Personal History Questionnaire, Part B (OL 29) <i>Required for each person listed under ownership on form OL 12.</i>	
Authorization To Release Financial Information (OL 53)	
Property Use Verification for Vehicle Dealer's License (OL 902)	
Appointment of Director as Agent for Service of Process (ADM 9050) <i>Required for each person listed under ownership on form OL 12.</i>	
Fingerprint Card (ADM 1316) <i>Required for out-of-state applicants only and may be obtained by calling Occupational Licensing at (916) 229-3126 or your local Inspector.</i>	
B. ADDITIONAL DOCUMENTS REQUIRED:	✓
Request for Live Scan Service [yellow copy] (DMV 8016) <i>Required for each person completing form OL 29.</i>	
The original Certificate of Completion issued by the public provider. <i>(Autobroker excluded)</i>	
Photograph(s) of business location.	
A copy of your Business License.	
A copy of your State Board of Equalization Resale Permit.	
A copy of your Fictitious Name Statement.	
A signed copy of your rental or lease agreement. Proof of property ownership may be required.	
Corporation, Limited Liability Company or Limited Liability Partnership owned businesses only: A copy of Articles of Incorporation, Corporate Minutes or other document filed with the Secretary of State, which identifies the officers, share holders and managers with 10% or more interest in the business is required.	
C. IMPORTANT INFORMATION:	✓
Submit the above required forms and documents to a local Occupational Licensing Inspections Office. For office locations refer to: http://www.dmv.ca.gov/fo/inspector_office.htm . An Inspector will review the application to ensure all requirements are fulfilled, complete an applicant background check and inspect the established place of business. Temporary permits will only be issued to applicants that successfully clear all three phases of the application process. Incomplete applications will be returned. Unsuccessful applicants will be notified of the discrepancy or decision not to issue.	