



# RENEWAL APPLICATION

**IMPORTANT:** Read instructions and additional renewal requirements on reverse before completing. Report any changes in ownership, corporate status, officers, directors, managing members, locations, or business name to your local Inspector immediately. Renewal licenses or supplies will not be released until the department receives the proper documents to record these changes. **Submit renewal immediately.**

**DATE CURRENT LICENSE EXPIRES:** \_\_\_\_\_

**A. TYPE OF LICENSE: (Check one box. \*See reverse for additional renewal requirements.)**

- Dealer\*     
  Distributor\*     
  Lessor-Retailer     
  Registration Service     
  Transporter\*  
 Dismantler\*     
  Driving School Owner\*     
  Manufacturer\*     
  Remanufacturer\*

**B. FIRM INFORMATION:**

FIRM OR DRIVING SCHOOL NAME		FIRM OR DRIVING SCHOOL NUMBER	
ADDRESS	CITY	STATE	ZIP CODE

**C. RENEWAL FEES: (See reverse for list of renewal and penalty fees.)**

**For renewal assistance, contact Occupational Licensing at (916) 229-3126.**

License Renewal Fee .....	\$	
Branch Fee .....		
Special Plate Fee (Number of Plates _____) .....		
New Motor Vehicle Board Renewal Fees.....		
Penalty Fees.....		
Surcharge to enable collection of delinquent child support .....		1.00
<b>TOTAL \$</b>		

**D. TYPE OF OWNERSHIP: (Check one box.)**

- Sole Owner   
  Partnership   
  Corporation   
  Limited Liability Company   
  Association
- \_\_\_\_\_ CORPORATION NUMBER     
 \_\_\_\_\_ LIMITED LIABILITY COMPANY NUMBER

Collection of your Social Security Number is mandatory. Failure to furnish all requested information will result in denial of an application for issuance or renewal of an Occupational License or permit.

OWNER'S NAMES (use reverse if more than four)	SOCIAL SECURITY NUMBER

**E. BOARD OF EQUALIZATION INFORMATION: (Dealer/Lessor-Retailer Only)**

BOE SELLER'S PERMIT NUMBER \_\_\_\_\_

**F. APPLICANT CERTIFICATION**

**I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Must be signed by a sole owner, partner, corporate officer, or managing member of record.**

TITLE	CURRENT AREA CODE/TELEPHONE NUMBER (      )
SIGNATURE	DATE



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**RENEWAL INSTRUCTIONS:**

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1. Print clearly in black ink or type. This renewal form must be completed in its entirety or it will be returned to you.
2. To avoid automatic cancellation of your license or penalty fees, submit your renewal on or before the license expiration date. Driving school licenses will be cancelled if renewal is not submitted by the license expiration date. No grace period is extended to driving schools (Sections 11105.3, 11410, 11508, 11620, and 11717, CVC).
3. Mail completed and signed form (and additional renewal requirements listed below, if applicable) with your renewal fees to:  
Department of Motor Vehicles Occupational Licensing Section P.O. Box 932342 MS L224, Sacramento, CA 94232-3420

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**\*ADDITIONAL RENEWAL REQUIREMENTS:**

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**Dealer**Proof of Continuing Education (*required every two years*)OL 56 \$50,000 Bond Exemption Application (*Wholesale-Only Dealers, if applicable*)OL 247 Statement of Lost, Stolen, or Surrendered Special Plates (*required if not renewing all plates*)OL 257 Continuing Education Exemption Application (*Wholesale-Only Dealers, if applicable*)**Dismantler**

OL 21D Renewal Addendum Application for Occupational License

OL 247 Statement of Lost, Stolen, or Surrendered Special Plates (*required if not renewing all plates*)**Distributor, Transporter, Manufacturer, Remanufacturer**OL 247 Statement of Lost, Stolen, or Surrendered Special Plates (*required if not renewing all plates*)**Driving School Owner**

OL 207 Driving School Insurance Certificate

OL 221 Safety Inspection Report Vehicles Used for Instruction (*required for each vehicle*)

OL 4002 Certification of Compliance California Labor Code 3700

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**RENEWAL FEES: (For a two-year renewal, double the following fees.)**

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**Dealer, Lessor-Retailer**

\$100.00 Renewal Application Fee

\$ 70.00 Renewal of Branch Location (*each location*)\$225.00 New Motor Vehicle Board Fee (*each location – Dealer only*)**Dismantler, Distributor, Transporter, Manufacturer, Remanufacturer**

\$ 85.00 Renewal Application Fee

\$ 50.00 Renewal of Branch Location (*each location*)**Driving School Owner**

\$ 50.00 Renewal Application Fee

**Registration Service**

\$ 15.00 Renewal Application Fee

\$ 70.00 Renewal of Branch Location (*each location*)**Special Plates**\$ 56.00 Auto, plus County Fees (*per plate*)\$ 58.00 Motorcycle, plus County Fees (*per plate*)

See OL 22 for Occupational License County Fee Plate Table.

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**PENALTY FEES: (Penalty fees are in addition to renewal application fees.)**

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**Dealer, Lessor-Retailer, Registration Service**

\$ 150.00 Penalty Fee

\$ 70.00 For Each Branch Location

**Dismantler, Distributor, Transporter, Manufacturer, Remanufacturer**

\$150.00 Penalty Fee

\$ 50.00 For Each Branch Location

**Special Plates**\$ 4.00 Per plate if received **1 to 10** days after expiration\$ 8.00 Per plate if received **11 to 30** days after expiration

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**FORMS ARE AVAILABLE BY CALLING OCCUPATIONAL LICENSING OR AT [www.dmv.ca.gov/vehindustry/ol/forms.htm](http://www.dmv.ca.gov/vehindustry/ol/forms.htm)**

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