

MANUFACTURERS, REMANUFACTURERS, DISMANTLERS, DISTRIBUTORS AND TRANSPORTERS

MODIFICATION	FORMS	ADDITIONAL REQUIREMENTS	FEE	
Change of Address (Main or Branch Location) Dismantlers are also required to complete an OL 21D and OL 62	OL 21 OL 21D, OL 62	A copy of lease, or proof of property ownership, or rental agreement, BOE Permit (if required), fictitious name statement, location photos, and City/County Business License all of which must indicate the new address, and meet all signage requirements. If adding a retail license form OL 902 is also required.	\$50	
Add a Branch Location or Change an Existing Branch Location Dismantlers are also required to complete an OL 21D and OL 62	OL 21 OL 21D, OL 62	A copy of lease, or proof of property ownership, or rental agreement, BOE Permit (if required), fictitious name statement, location photos and City/County Business License all of which must indicate the new address, and meet all signage requirements. If adding a retail license form OL 902 is also required.		
Change Business Name (Doing Business As) Dismantlers are also required to complete an OL 21D and OL 62	OL 21, ADM 9050 OL 21D, OL 62	Bond Rider (excluding Dismantlers). A new BOE Permit (if required), business License, fictitious name statement, and signage must comply with all regulatory and statutory requirements. ADM 9050 from each named business owner. If adding a retail license form OL 902 is also required.		
Change Category	CATEGORY TYPES ARE PRINTED ON EACH LICENSE	ADD REMOVE		
	OL 21 OL 21	Must provide a Manufacturer's Letter of Approval and Board/Market Area Franchise Notice. At least one category of vehicle must remain	NO FEE	
Close a Main Location	OL 79C	Out-of-Business unless moving main location business activity to an existing branch location		
Close a Branch Location	OL 79C	Must be submitted to a local inspection office within 10 days		
Establish or Change your Mailing Address	OL 4000			
US Postal Service mandated firm address change	OL 21	MUST NOT involve relocation to a new address. A copy of the BOE Permit (if required), and City/County Business License that indicate the new address, compliance with all signage requirements and a copy of the Postal Service notice must also accompany the OL 21 form. When applicable, an, OL 124 letter of authorization must also be provided.		
Change Your True Full Name	OL 12, OL 21, OL 29B, ADM 9050	Copy of your Driver License or other official documents that substantiate the legal name change, BOE Permit (if required), and City/County Business Permit.		\$50
Deceased Owner	OL 29B, ADM 9050	Must submit a Court Appointment as executor / administer, a DMV 8016 , a Bond Rider and a certified copy of the death certificate. Once all requirements are satisfied DMV will issue a one year Certificate of Convenience (see VC 11720).		
NOTE: The following modifications are relevant to distributors and manufacturers, but overall completion of the forms and their submission is the responsibility of the associated dealer.				
LINE-MAKE Only	Addition of a line-make to an existing license.	OL 21	NO FEE	
	Deletion of a line-make to an existing license.			
	Establish or relocate a satellite warranty facility from same line-make dealer	NO APPLICATION REQUIRED	Board/Market Area Franchise Notice is required if your facility is within 2 miles of a same line-make dealer.	