

# RENEWAL APPLICATION

DMV USE ONLY									
OCCUPATIONAL LICENSING NUMBER									

**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:** \_\_\_\_\_

**SECTION 1 — TYPE OF LICENSE (Check one box. \*See reverse for additional renewal requirements.)**

- Dealer\*     
  Dismantler\*     
  Lessor-Retailer     
  Registration Service     
  Transporter\*  
 Dealer Autobroker     
  Distributor\*     
  Manufacturer\*     
  Remanufacturer\*

**SECTION 2 — FIRM INFORMATION**

FIRM NAME			FIRM NUMBER	
ADDRESS	CITY	STATE	ZIP CODE	

**SECTION 3 — 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 .....		_____
Autobroker Endorsement Fee .....		_____
Special Plate Fee (Number of Plates _____) .....		_____
List Plate Numbers and Letters _____		_____
New Motor Vehicle Board Renewal Fees.....		_____
Penalty Fees .....		_____
Surcharge to enable collection of delinquent child support .....		_____
	<b>TOTAL \$</b>	_____

**SECTION 4 — 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 NAME (use reverse if more than three)	SOCIAL SECURITY NUMBER

**SECTION 5 — BOARD OF EQUALIZATION INFORMATION (Dealer/Lessor-Retailer Only)**

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

**SECTION 6 — 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 <b>X</b>	DATE



## RENEWAL INSTRUCTIONS

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.
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.

## \*ADDITIONAL RENEWAL REQUIREMENTS

### **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*)

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

### **Dealer, Lessor-Retailer**

\$125.00 Renewal Application

\$125.00 Fee Renewal of Branch Location (*each location*)

\$ 75.00 Autobroker Endorsement Fee

\$300.00 New Motor Vehicle Board Fee (*each location – Dealer only*)

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

\$ 85.00 Renewal Application

\$ 85.00 Renewal of Branch Location (*each location*)

### **Registration Service**

\$ 15.00 Renewal Application

\$ 15.00 Renewal of Branch Location (*each location*)

## SPECIAL PLATES

List each plate renewed, i.e. 1A, 2A, 3A, etc. You must renew the exact number of plates that appear on record. Call (916) 229-3126, if you do not know the plate numbers on record.

Refer to form OL 22 for Occupational License County Fee Plate Table and to order additional license plates or duplicate registration cards at the time you renew your license.

Refer to form OL 247 to report a plate lost or stolen; to replace a lost or stolen plate at the time of renewal, or to surrender plate(s) no longer needed.

\$ 86.00 Auto, plus County Fees (per plate)

\$ 88.00 Motorcycle, plus County Fees (per plate)

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

### **Dealer, Lessor-Retailer**

\$175.00 Penalty Fee

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

\$100.00 Penalty Fee

### **Registration Service**

\$150.00 Penalty Fee

### **Special Plates**

\$ 10.00 Per plate if received **1 to 10** days after expiration

\$ 15.00 Per plate if received **11 to 30** days after expiration

**FORMS ARE AVAILABLE BY CALLING OCCUPATIONAL LICENSING AT (916) 229-3126 OR [www.dmv.ca.gov/vehindustry/ol/forms.htm](http://www.dmv.ca.gov/vehindustry/ol/forms.htm)**