

## Vehicle Dealer E-Permit Online Access Application

Use this form to request access to the online vehicle dealer E-Permitting system. Follow the steps for registering for E-Permitting at [www.dol.wa.gov](http://www.dol.wa.gov) to obtain a Department of Licensing (DOL) access code for each user.

**For licensed dealers:**

- Fax the completed application to (360) 570-4954.
- Include your dealer number, Uniform Business Identification (UBI) number, dealer location code, and DOL access code.
- Complete a separate application for each dealer location and sub-agency license, if the sub-agency is at a different location.

**For new dealer applicants:**

- Send this form with your Business License Application and Dealer Application to: **State of Washington, Business Licensing Services, PO Box 9034, Olympia, WA 98507-9034.** Failure to do so may result in your application being rejected.
- Complete a separate application for each dealer location and sub-agency license, if the sub-agency is at a different location. Do not fill in the dealer number, UBI number, or dealer location code.

Dealer number <i>(for licensed dealers only)</i>	UBI number <i>(for licensed dealers only)</i>	Dealer location code <i>(for licensed dealers only)</i>	
Dealer name/DBA <i>(doing business as name)</i>			
Dealer physical address			
City	State	County	ZIP code

Please provide the information below for each person who will use E-Permit online. At least one user manager must be listed. *Note: a "User Manager" (more than one can be listed) has the ability to access the reports section in E-Permitting and is the only user that can add/remove other users or change the status of a user to a User Manager.*

<b>1</b>	Name <i>(Last, First, Middle initial)</i>	User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
	DOL access code   Email	(Area code) Telephone number	(Area code) Fax number
<b>2</b>	Name <i>(Last, First, Middle initial)</i>	User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
	DOL access code   Email	(Area code) Telephone number	(Area code) Fax number
<b>3</b>	Name <i>(Last, First, Middle initial)</i>	User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
	DOL access code   Email	(Area code) Telephone number	(Area code) Fax number
<b>4</b>	Name <i>(Last, First, Middle initial)</i>	User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
	DOL access code   Email	(Area code) Telephone number	(Area code) Fax number
<b>5</b>	Name <i>(Last, First, Middle initial)</i>	User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
	DOL access code   Email	(Area code) Telephone number	(Area code) Fax number
<b>6</b>	Name <i>(Last, First, Middle initial)</i>	User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
	DOL access code   Email	(Area code) Telephone number	(Area code) Fax number

For additional names, attach separate sheet(s) using the same format as above.

**X**

\_\_\_\_\_  
User manager signature

\_\_\_\_\_  
Effective date