



# RENEWAL APPLICATION

## MOTOR VEHICLE, MOBILE HOME, OR RECREATIONAL VEHICLE DEALERS

**DMV USE ONLY**

Entered By \_\_\_\_\_

Approved By \_\_\_\_\_

IF THERE ARE NO CHANGES FROM LAST YEAR, YOU MAY FILE THIS FORM TO RENEW YOUR LICENSE.  
 THIS FORM MAY ALSO BE USED FOR THE FOLLOWING:

Change of Mailing Address (Please Check Box if Mailing Address Needs Updating)

**Do not use white out or correction tape on this application.**

Current or last License Number (Include Suffix if Additional Location): \_\_\_\_\_

Licensee Name: \_\_\_\_\_

Sole Proprietor     Corporation     Limited Liability Corporation/Partnership (LLC/LLP)  
 Limited Liability Limited Partnership (LLLP)     Partnership

Fictitious (DBA) Name: \_\_\_\_\_

Dealership Physical Address: \_\_\_\_\_

Street Address

City

County

State

Zip Code

Mailing Address: \_\_\_\_\_

Enter Mailing Address Even if Same as Physical Address

City

County

State

Zip Code

Florida Sales Tax Number: \_\_\_\_\_

Federal Employer's Identification Number (FEID): \_\_\_\_\_

Social Security Number, if Sole Proprietor or Partnership: \_\_\_\_\_ (optional)

Business E-Mail Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

**COMPLETION OF THIS SECTION IS MANDATORY FOR PROCESSING:**

Have you or any officer/owner been convicted of a felony or equivalent in any jurisdiction **since** your last renewal?     Yes     No

If the answer is "YES", please submit the charging document(s), disposition document(s), and proof of the restoration of civil rights from the Office of Executive Clemency. If a civil rights restoration certificate cannot be provided, contact your local DMV regional office.

**REQUIRED DOCUMENTATION - (must be submitted with renewal application)**

**FRANCHISE MOTOR VEHICLE DEALERS** are **required** to submit the following documentation with their renewal application:

License renewal application for franchise dealers, with \$75 renewal fee for the primary location and \$50 for each supplemental location. If the completed application, all required documents, and fee are not received for the primary location by December 31st, a \$100 delinquent fee is due for a total renewal fee of \$175. Checks must be made payable to DHSMV.

An original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$25,000 for franchise motor vehicle dealers. The Dealership's Principal must sign the surety bond and Irrevocable Letter of Credit.

Proof of Garage Liability insurance which must include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection. Certificate of garage liability insurance signed by the garage liability insurance agent is required.

Copy of certification from the Division of Corporation showing current registration of the business and fictitious name(s) (on-line access at [www.sunbiz.org](http://www.sunbiz.org)).

LICENSE NUMBER
ISSUE DATE
DATE APPLICATION WAS RECEIVED IN REGIONAL OFFICE
DATE APPLICATION WAS COMPLETED IN REGIONAL OFFICE
DATE MAILED TO BFO HEADQUARTERS
DATE RECEIVED IN DEALER LICENSE OFFICE
AMOUNT
<input type="checkbox"/> CHECK CHECK NUMBER
<input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD
DMV/CRS PAYMENT NUMBER
FRVIS CUSTOMER NUMBER

Zone# \_\_\_\_\_

Insp # \_\_\_\_\_

Insp Name: \_\_\_\_\_

**Do not use white out or correction tape on this application.**

**REQUIRED DOCUMENTATION continued (Must be submitted with renewal application.)**

**INDEPENDENT, WHOLESALE, AUCTION, AND SALVAGE MOTOR VEHICLE DEALERS** are **required** to submit the following documentation with their renewal application:

- License renewal application for independent, wholesale, and auction dealers, with \$75 renewal fee for the primary location and \$50 for each supplemental location. If the completed application, all required documents, and fee are not received for the primary location by April 30th, a \$100 delinquent fee is due for a total renewal fee of \$175. Checks must be made payable to DHSMV.
- An original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$25,000 for motor vehicle dealers, auction dealers and independent dealers. The Dealership's Principal must sign the surety bond and Irrevocable Letter of Credit.
- Proof of Garage Liability insurance which must include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection **or** a general liability policy coupled with a business automobile policy which must include at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection. Signature of the insurance agent is required on all insurance policies.
- Dealer License Continuing Education course certificate of completion or a pre-licensing Dealer Training Seminar for **independent dealers only**.
- Copy of certification from the Division of Corporation showing current registration of the business and fictitious name(s) (online access at [www.sunbiz.org](http://www.sunbiz.org)).

**MOBILE HOME DEALERS, MOBILE HOME BROKERS** are **required** to submit the following documentation with their renewal application:

- License renewal application for mobile home dealers and mobile home brokers with \$140 renewal fee for the primary location and \$50 for each supplemental location. If the completed application, all required documents, and fee are not received for the primary location by September 30th, a \$200 delinquent fee is due for a total renewal fee of \$340. Checks must be made payable to DHSMV.
- An original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$25,000 must be submitted for mobile homes dealers with four or fewer supplemental locations. The Dealership's Principal must sign the surety bond and Irrevocable Letter of Credit.
- Mobile home dealers with more than four supplemental locations must submit an original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$50,000.
- Mobile home dealers and mobile home brokers selling recreational vehicles must submit proof of garage liability insurance which must include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection. Certificate of garage liability insurance signed by the garage liability insurance agent is required.
- Copy of certification from the Division of Corporation showing current registration of the business and fictitious name(s) (online access at [www.sunbiz.org](http://www.sunbiz.org)).

**RECREATIONAL VEHICLE DEALERS** are **required** to submit the following documentation with their renewal application:

- License renewal application for recreational vehicle dealers, with \$140 renewal fee for the primary location and \$50 for each supplemental location. If the completed application, all required documents, and fee are not received for the primary location by September 30th, a \$200 delinquent fee is due for a total renewal fee of \$340. Checks must be made payable to DHSMV.
- An original surety bond or original continuation certificate in the amount of \$10,000 must be submitted for recreational vehicles dealers with four or fewer supplemental locations.
- Recreational vehicle dealers with more than four supplemental locations must submit an original surety bond or original continuation certificate in the amount of \$20,000.
- Proof of Garage Liability insurance which must include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection. Certificate of garage liability insurance signed by the garage liability insurance agent is required.
- Copy of certification from the Division of Corporation showing current registration of the business and fictitious name(s) (online access at [www.sunbiz.org](http://www.sunbiz.org)).

**"Under penalty of perjury, I do swear or affirm that all the information contained in this application is true and correct and that nothing has occurred since I filed my last application for a license or application for renewal of said license, as the case may be, which would change the answers given in such previous application."**

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**RETURN THIS APPLICATION AND ALL REQUIRED DOCUMENTATION  
TO DMV REGIONAL OFFICE RESPONSIBLE FOR YOUR DEALERSHIP**

# BUREAU OF FIELD OPERATIONS' REGIONAL OFFICES

## DIVISION OF MOTOR VEHICLES

### **Region I**

Bureau of Field Operations, Region I  
1135 Banks Road  
Margate, Florida 33063  
Telephone = (954) 969-4216  
FAX = (954) 969-4237  
**Responsible for Broward County**

### **Region II**

Bureau of Field Operations, Region II  
318 Southeast 25th Avenue  
Ocala, Florida 34471  
Telephone = (352) 732-1267  
FAX = (352) 732-1459  
**Responsible for Alachua, Columbia, Gilchrist, Lake, Levy, Marion and Putnam Counties**

### **Region III**

Bureau of Field Operations, Region III  
3200 Armsdale Road, Suite 13  
Jacksonville, Florida 32218  
Telephone = (904) 924-1524  
FAX = (904) 924-1525 or 924-1530  
**Responsible for Baker, Bradford, Clay, Flagler, Duval, Nassau, St. Johns and Union Counties**

### **Region IV**

Bureau of Field Operations, Region IV  
1354 South Woodland Boulevard  
Deland, Florida 32720  
Telephone = (386) 736-5108  
FAX = (386) 736-5112  
**Responsible for Brevard, Seminole and Volusia Counties**

### **Region V**

Bureau of Field Operations, Region V  
4101 Clarcona-Ocoee Road, Suite 160  
Orlando, Florida 32810  
Telephone = (407) 445-7400  
FAX = (407) 445-7411  
**Responsible for Orange and Osceola Counties**

### **Region VI**

Bureau of Field Operations, Region VI  
NET PARK, Suite 2228  
5701 East Hillsborough Avenue  
Tampa, Florida 33610  
Telephone = (813) 612-7110  
FAX = (813) 612-7111  
**Responsible for Citrus, Hernando, Hillsborough, Pasco, Pinellas, Polk and Sumter Counties**

### **Region VII**

Bureau of Field Operations, Region VII  
Room C-205, Neil Kirkman Building, Mail Stop 76  
Tallahassee, Florida 32399-0600  
Telephone = (850) 617-2999  
FAX = (850) 617-5180  
**Responsible for Dixie, Franklin, Gadsden, Hamilton, Jefferson, Lafayette, Leon, Liberty, Madison, Suwanee, Taylor and Wakulla Counties**

### **Bureau of Field Operations, Panama City**

6030 County Road 2321  
Panama City, Florida 32404  
Telephone = 850 872-4158  
FAX = 850 872-7764  
**Responsible for Bay, Calhoun, Gulf, Jackson and Washington Counties**

### **Bureau of Field Operations, Pensacola**

185-C Airport Boulevard  
Pensacola, Florida 32505  
Telephone = 850 475-5415  
FAX = 850 475-5423  
**Responsible for Escambia, Holmes, Okaloosa, Santa Rosa and Walton Counties**

### **Region VIII**

Bureau of Field Operations, Region VIII  
323 10th Avenue West, Suite 200  
Palmetto, Florida 34221  
Telephone = (941) 723-4551  
FAX = (941) 723-4553  
**Responsible for Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee and Sarasota Counties**

### **Region IX**

Bureau of Field Operations, Region IX  
470 Columbia Drive, Bldg. E, Suite 200  
West Palm Beach, Florida 33409  
Telephone = (561) 640-6820  
FAX = (561) 640-6835  
**Responsible for Indian River, Okeechobee, Martin, Palm Beach and St. Lucie Counties**

### **Region X**

Bureau of Field Operations, Region X  
1405 Southwest 107th Avenue, Suite 202 and 203C  
Miami, Florida 33174  
Telephone = (305) 222-4164  
FAX = (305) 222-4180  
**Responsible for Dade and Monroe Counties**

Updated 01-29-09

## **LICENSED DEALER TRAINING SCHOOLS**

### **Florida Independent Automobile Dealers Association**

1840 Fiddler Court  
Tallahassee, Florida 32308  
Telephone: (888) 587-0004  
(850) 385-1805  
FAX: (850) 385-3251  
Web: [www.fiada.com](http://www.fiada.com)  
E-Mail: [Alex@fiada.com](mailto:Alex@fiada.com)

Licensed August 19, 1996  
PRE-LICENSING AND CONTINUING EDUCATION  
Classes Statewide

### **Advanced Dealer Training Institute**

1656 Linda Lou Drive  
West Palm Beach, Florida 33415  
Telephone: (888) 791-9511  
(561) 791-9511  
Fax: (800) 607-4926  
Web: <http://www.mvdti.com>  
E-Mail: [adti@mvdti.com](mailto:adti@mvdti.com)

Licensed August 19, 1996  
PRE-LICENSING AND CONTINUING EDUCATION  
Classes Statewide

### **Florida Auto Dealer School**

6822 22<sup>nd</sup> Avenue North, PMB # 117  
St. Petersburg, Florida 33710  
Telephone: (866) 884-0549  
(727) 538-5047  
FAX: (727) 531-2550  
Web: [www.F-A-D-S.com](http://www.F-A-D-S.com)  
E-Mail: [tmyers@floridaautodealerschool.com](mailto:tmyers@floridaautodealerschool.com)

Licensed May 5, 1998  
PRE-LICENSING AND CONTINUING EDUCATION  
Classes Statewide

### **Dealer Consulting Services, Inc.**

7537 NW 7<sup>th</sup> Avenue  
Miami, Florida 33150  
Telephone: (305) 758-9321  
(954) 615-2332  
Fax: (305) 758-0506  
E-Mail: [info@dcsmiami.com](mailto:info@dcsmiami.com)  
Web: <http://www.dcsmiami.com>

Licensed March 15, 2006  
PRE-LICENSING AND CONTINUING EDUCATION  
Classes Statewide

### **Fast Compliance, LLC**

6000 Metro West Blvd. Suite 200  
Orlando, Florida 32835  
Telephone: (407) 299-1800 (Toll Free) 1-800-942-4537  
FAX: (407) 294-1431  
Web: <http://www.fastcompliance.com>  
E-Mail: [info@fastcompliance.com](mailto:info@fastcompliance.com)

Licensed December 4, 2006  
ON-LINE CONTINUING EDUCATION ONLY  
Licensed December 16, 2008  
ON-LINE PRE-LICENSING COURSE

### **Florida Dealer Schools, Inc.**

7880 West Oakland Park Boulevard, Suite 304  
Sunrise, Florida 33351  
Telephone Sunrise: (954) 615-2332  
Telephone Tampa: (813) 322-3790  
Telephone West Palm Beach: (561) 961-1465  
Telephone Orlando: (407) 648-4030  
E-Mail: [fds@dcsmiami.com](mailto:fds@dcsmiami.com)  
Web: [www.floridadealerschools.com](http://www.floridadealerschools.com)

Licensed September 19, 2008  
PRE-LICENSING AND CONTINUING EDUCATION