

# MOPEDEALER APPLICATION CHECKLIST & INSTRUCTION

**To apply for this license, please mail all forms/documents to the address provided below:**

- 1. MV2861 Moped Dealer Two Year License Application (P. 1&2)
- 2. MV2844 Entity/Owner Statement
- 3. MV3182 Moped Business Facilities Statement
- 4. MV2085 Motor Vehicle Dealer Service Agreement
- 5. \$5,000 Financial Coverage (one of the following options)
  - Financial Statement MV2195 (Financial Statement Instructions MV2183)
  - Dealer Bond MV2511
  - Wisconsin Motor Vehicle Irrevocable Letter of Credit MV1046
- 6. Two-Year Lease if business does not own the real estate
- 7. Copy of Articles of Incorporation/Organization (Corporation or LLC)
- 8. DOT payment – Total fee calculated on the bottom right of the MV2861 form (*required*)

## Reminder:

- **Compile the required forms/documents in the sequence order listed above. No staples.**
- Make sure required signatures are on all applicable forms.
- The Legal business name must be the same on each form/document.
- A DBA (doing business as, aka trade name) name can be requested on the MV2861 form, see 2<sup>nd</sup> row.
- The MV2861 form, P.2. Zoning must be signed by the municipality zoning authority, not the applicant.
- The lease must be valid to cover two years of licensing period.
- All dealer bonds submitted must be continuous.

## Mailing instructions:

### DOT Application/Payment Mailing Address

(Mail all forms/documents listed above - check payable to Registration Fee Trust)

*Wisconsin Department of Transportation  
Dealer and Agent Section  
PO Box 7909  
Madison, WI 53707-7909*