

RETAIL MOTOR VEHICLE DEALER APPLICATION CHECKLIST & INSTRUCTION

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

- ☐ 1. [MV2186](#), Motor Vehicle Dealer Two Year License Application (*P.1 & 2*)
- ☐ 2. [MV2844](#), Entity/Owner Statement
- ☐ 3. [MV3180](#), Business Facilities Statement
- ☐ 4. [MV2085](#), Motor Vehicle Dealer Service Agreement form
- ☐ 5. [MV2131](#), Manufacturer/Importer/Distributor Certification of Dealer
- ☐ 6. [MV2184](#), Salesperson/Representative License Application form (*required at least one salesperson*)
- ☐ 7. [MV2941](#), Buyer's License Application (*optional*)
- ☐ 8. [MV2651](#), Salvage Buyer Identification (BID) Card Application (*optional*)
- ☐ 9. [MV2511](#), Dealer Bond form or [MV1046](#) Irrevocable Letter of Credit (ILOC)
- ☐ 10. [MV2509](#), Lessor Bond form (*required if your business will be listed as the lessor on the title of any vehicle sold*)
- ☐ 11. Copy of Lease (*if business does not own the location*)
- ☐ 12. Copy of Articles of Incorporation/Organization (*Corporation or LLC*)
- ☐ 13. DOT payment – Total fee calculated on the bottom right of the MV2186 form (*required*)
- ☐ 14. DFI payment – Fee determined by the check box on the bottom left of the MV2186 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 MV2186 form, see 2nd row.
- The MV2186 form, P.2. Zoning must be signed by the municipality zoning authority, not the applicant.
- On the MV2184, all salespersons must be certified or pass the salesperson test (new salesperson).
- 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*

DFI Payment Mailing Address

(Mail a copy of the MV2186 form and DFI payment to DFI - check payable to DFI)

*Dept. of Financial Institutions
Licensed Financial Services Section
PO Box 7876
Madison, WI 53707-7876*