

# MOTORCYCLE DEALER APPLICATION CHECKLIST & INSTRUCTION

## DOT Application Checklist:

- 1. [MV2186](#) Motor Vehicle Dealer Two Year License Application (*P.1 &2*)
- 2. [MV2844](#) Entity/Owner Statement
- 3. [MV3181](#) Motorcycle Business Facilities Statement
- 4. [MV2085](#) Motor Vehicle Dealer Service Agreement
- 5. [MV2131](#) Manufacturer/Importer/Distributor Certification of Dealer (*optional*)
- 6. [MV2184](#) Salesperson/Representative License Application (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 or [MV1046](#) Wisconsin Motor Vehicle Dealer- Irrevocable Letter of Credit
- 10. [MV2509](#) Lessor Bond form (required if your business will be listed as the lessor on the title of any vehicle sold)
- 11. Two-year lease if you do not own the business real estate 12.
- 12. Copy of Articles of Incorporation/Organization (*Corporation or LLC*)
- 13. DOT payment – Total fee calculated on the bottom left of the MV2186 form (*required*)

### DOT 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 2<sup>nd</sup> 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 address for all DOT required forms/documents and DOT payment**

Wisconsin Department of Transportation  
Dealer and Agent Section  
PO Box 7909  
Madison, WI 53707-7909  
(Make your check payable to Registration Fee Trust, RFT)

## DFI Application Checklist: complete and mail LFS 180 form and payment directly to DFI

- Questions? Contact DFI for assistance, 608-261-7578
- 1. Print/complete/mail LFS180 form,  
<https://dfi.wi.gov/Documents/FinancialServices/LicensedFinancial/Forms/Vehicle%20Dealer/Form%20LFS180.pdf>
- 2. Mail DFI Payment – make your check payable to Department of Financial Institutions, DFI.  
**Mailing address for LFS180 form and DFI payment**  
Dept. of Financial Institutions  
Licensed Financial Services Section  
PO Box 7876  
Madison, WI 53707-7876