



BUYER'S LICENSE APPLICATION

Wisconsin Department of Transportation
MV2941 2/2025 Ch. 218 Wis. Stats.

Dealer License Number	Dealer License Expiration (mm/dd/yyyy)
Dealer Legal Business Name	
Dealer Owner Name	
Dealer Legal Business Street Address, City, State, Zip Code	
Dealer Business (Area Code) Telephone Number	
Dealer Business Email Address	

SUBMIT A COPY OF OFFICIAL GOVERNMENT ISSUED PHOTO IDENTIFICATION CARD (required)

Applicant Social Security Number (required)		
Applicant Last Name	Applicant First Name	Applicant M.I.
Applicant (Area Code) Telephone Number		
Applicant Email Address		
Applicant Residence Street Address, City, State, ZIP Code		
Applicant Date of Birth (mm/dd/yyyy)		

DEALER'S STATEMENT – I acknowledge I am responsible for the actions of the above-named applicant and certify they meet the United States Internal Revenue Service definition of an employee or contract employee.

X	
(Owner or Authorized Agent Signature)	(Date – mm/dd/yyyy)
Dealer Print Name	Title

In-State Buyer's License is valid until employing dealer's license expires. Out-of-State Buyer's License is valid until employing dealer's license expires, for a maximum of 24 months. The buyer's license expiration date will appear on your card.

APPLICATION INSTRUCTIONS

1. A separate Buyer's License Application is required for each dealership for which you will be purchasing vehicles.
2. Complete the application in its entirety.
3. Provide social security number. The buyer's license cannot be issued without it. Ch. 218.0114(21e)(a) and Ch. 218.0114(21e)(c). Any social security number beginning with a 9, use link below and attach completed form to your application. [Application and Affidavit for Professional / Occupational License](#)
4. Enter legal motor vehicle dealer license number issued to the business. If the dealer is an out-of-state business, include with the application a PHOTOCOPY of the credential which is issued to the business by the regulating authority in that jurisdiction verifying the authority of the entity to do business.

NOTE: If the dealer license is not in English, you must include an English translation. The License must allow buying and selling; not just importing and exporting to qualify.

5. Answer all Yes/No questions, explain all Yes answers. Attach additional documentation if needed.
6. Indicate the type of application: In-State or Out-of-State, original, renewal, or duplicate. Include the appropriate fee with the application. If a DUPLICATE application, indicate the reason: mutilated or illegible.
7. Sign the application where applicant's signature is indicated.
8. Have the Dealers statement signed by an owner or authorized agent of the dealership.

9. **Make check payable to: Registration Fee Trust**
Submit completed application with check to:
Wisconsin Department of Transportation
Dealer and Agent Section
P.O. Box 7909, Madison, WI 53707-7909

APPLY ONLINE:

[Wisconsin DMV Official Government Site-Buyer's License](#)

APPLICATION TYPE

- ☐ In-State and Out-of-State Dealer
- ☐ If Dealer license expires in **less** than 1 year, fee is \$6
- ☐ If Dealer license expires in **more** than 1 year, fee is \$12
- ☐ Original
- ☐ Renewal
- ☐ Duplicate (check reason below), fee is \$6 per year
- ☐ Mutilated ☐ Illegible

APPLICANT'S STATEMENT (You must check a box for statement 1-2)

- ☐ Yes ☐ No (1) Were you ever denied a BID, Buyer, Salesperson, Representative or Dealer License in WI or any other state? If yes, please attach a separate document to explain.
- ☐ Yes ☐ No (2) Have you ever been convicted of a crime? List all conviction(s) and date(s) of conviction(s) on a separate document. If you have been convicted of a crime which may be grounds for the Department to deny your application, you may provide additional documentation as described in s.111.335(4)(d) evidencing your sufficient rehabilitation and fitness to perform the licensed business activity.

A Buyer's License is required to submit bids and purchase motor vehicles held and offered for sale by a motor vehicle wholesale auction. Employees of motor vehicle dealers are eligible for Buyer's Licenses.

I understand pursuant to s.218.0114 Wisconsin Statute that this license alone does not allow me to sell vehicles to retail customers in the state of Wisconsin.

I affirm under penalty of s. 946.32 or 345.17 Wisconsin Statutes, that the answers and statements on this application are true and correct. I understand that a misstatement on the application would result in the denial, suspension, or revocation of my BUYERS license under Ch. 218 Wisconsin Statutes.

X	
(Employee/Applicant Signature)	(Date – mm/dd/yyyy)
Applicant Print Name	

Note: Upon termination of employment, the Buyer's License shall be surrendered to the dealer named on the license. This dealer shall return the license to the department for cancellation at the address listed above. If you have questions, contact us by e-mail dealerlicensingunit@dot.wi.gov or call (608) 266-1425.