



Secretary of State Instructions for Dealer License

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Secretary of State.

**Secretary of State
Vehicle Services Department
Dealer Licensing Section
501 S. Second St., Rm. 069
Springfield, IL 62756
217-782-7817
www.cyberdriveillinois.com**

Enclosed are the forms and information needed to obtain a license to sell vehicles in the State of Illinois. Instructions to complete your application are inside. Please carefully review all documents.

The brochure on Illinois Laws and Regulations for Vehicle Dealers explains the following:

- Requirements for the premises for a dealer's established place of business. Note that the business office mentioned in this brochure (a-1) cannot be located in a residence.
- Laws and regulations pertaining to supplemental lots, off-site sales and exhibitions permits.
- Use of dealer plates by the dealer and records of such use.

The following items must be submitted along with your signed and notarized application:

- Certificate of Insurance in the business name and location. The minimum amounts of coverage are: \$100,000 for bodily injury, \$300,000 for each accident, \$50,000 for property damage. The insurance must not expire before December 31.
- Original \$20,000 Illinois vehicle dealer's bond or certificate of deposit in the business name and the Secretary of State's name (the original CD must be submitted).
- If property is leased, copy of the lease that cannot expire before the term of the license for which you are applying.
- Notice of proper zoning form (if you are in the city of Chicago, a copy of your city business license is acceptable).
- If selling new vehicles, copy of your franchise agreement from the manufacturer.
- If you have a repair shop, proof you obtained or applied for a hazardous waste generator number issued by the Illinois Environmental Protection Agency.
- If business entity is a corporation, proof the business is in good standing with the Secretary of State's Department of Business Services.
- Correct fee.
- Receipt from an Illinois State Police-approved vendor verifying a criminal background check was done.
- Receipt showing completion of the Secretary of State training program.

Pursuant to the Illinois Administrative Code 1020.10, which defines the Dealers Established Place of Business Rule, two entities cannot be licensed at the same location. Therefore, if you are applying at a location where an existing license has already been issued, that entity must surrender its license, Certificate of Authority, dealer plates, ID card and temporary registration permits (TRP), or apply for a change of address before a license can be issued to you.

NOTE:

All required items must be submitted together or your application will be rejected. The address and phone number of the dealership **cannot** be the same as your residence. Please read all the information in this packet.

In addition to the information and requirements explained in the enclosed brochure and forms, please note that a newly licensed dealer cannot be issued more than **one master set of license plates, seven duplicate sets and eight additional duplicate sets of license plates**. Please refer to the fee schedule on the application. Also, for a dealer to sell vehicles at an

(See inside for detailed instructions.)

additional location during the license period, an application for a *Supplemental Certificate of Authority* must be submitted to the Secretary of State along with the proper fees.

Upon receipt and review of the application, required fees, the bond or certificate of deposit, and Certificate of Insurance, an appointment will be made by the Secretary of State's office to inspect your place of business. The inspection will determine that your place of business meets the requirements. Do not submit your application until your place of business is ready for inspection.

Instructions for Completing Application

Section I

1. Check appropriate box for type of license required.
2. Insert firm's legal name.
3. Insert business address.
4. Insert city or town/ZIP code/county.
5. Insert retailer's occupational tax number and business telephone.
6. Indicate makes of vehicles sold or manufactured (attach a letter of franchise for each make of vehicle).
7. Check appropriate box for Type of Business Entity.
- 8-9. List name, residence address, date of birth, driver's license number, street address, city, state, ZIP code for the proprietor, each partner, member or trustee. If a corporation, list names and addresses of all officers, directors and shareholders having a 10 percent or greater ownership in the corporation.
 - Repeat numbers 8 and 9 as needed.
 - If you have any questions on completing this section, please call Dealer Licensing at 217-782-7817.

Section II

1. Check appropriate box to answer question. If "yes" give the license number.
2. Check appropriate box to answer question. If "yes" give the year the license was denied, revoked or suspended.
3. Check appropriate box to answer question. If "yes" indicate the date of occurrence and give a brief description.
4. Indicate if you lease or own the premises where you conduct business. If you lease, submit a copy of your lease agreement.
5. Insert dimensions of lot.
6. Insert dimensions of building.
7. Check appropriate box to answer question.
8. Check appropriate box to answer question. If "no" explain.
9. Check appropriate box to answer question.
10. Check appropriate box to answer question.
11. Insert name of garage owner and have signed by garage owner.
12. Check appropriate box to answer question.
13. List of supplemental places of business, including street address and business telephone number.
14. List of supplemental places of business, including city, ZIP code, county.
 - Repeat 13 and 14 as necessary.
15. Initial and date, stating that you have fully read, understood and answered all questions truthfully.
 - If you have any questions on completing this section, please call Dealer Licensing at 217-782-7817.

Section III

Read both the *Affidavit* and the *Statement*. Initial and date both documents (*Affidavit*—line c, *Statement*—line i) indicating that you fully understand its content.

- If you have any questions on completing this section, please call Dealer Licensing at 217-782-7817.

Section IV

1. Insert the quantity of each individual type fee.
2. Insert the amount of each individual type fee.
3. Insert check, draft or money order.
4. Insert the total of all fees.
 - Do not send currency or stamps; remittance must be in the form of a check, draft or money order payable to Secretary of State.

Notarization

5. Authorized persons for the firm must sign and date attesting that all the information contained in the documents are true and correct.
- 6-7. To be completed by the notary public.
 - If you have any questions on completing this section, please call Dealer Licensing at 217-782-7817.

Mail Application

Mail all supporting documents, fees and application to: Secretary of State, Vehicle Services Department, Dealer Licensing Section, 501 S. Second St., Rm. 069, Springfield, IL 62756.

Criminal Background Check Required

Per the Illinois Vehicle Code (625 ILCS 5/5-105, Investigation of Licensee Required), all applicants for a license must complete a criminal background check. Applicants must contact an Illinois State Police-approved live-scan fingerprint vendor. For a complete list of approved vendors, please contact: Illinois State Police, Bureau of Investigations, 815-740-5160, askisp@isp.state.il.us. **A receipt from one of these vendors must be submitted with the application for license. Any application not containing a fingerprinting receipt or any other required documentation will be returned to the applicant.**

Effective Nov. 1, 2009, individuals applying for a used car dealer's license for the first time are required to attend an eight-hour training provided by the Illinois Secretary of State's office. The training must be completed prior to a license being issued. The training will cover a variety of topics affecting dealerships, such as licensure requirements, applicable taxes and consumer protection laws. To register for the next available training, please call Nicky Cortez at 217-524-6141.

Electronic Temporary Registration Permit (TRP)

The program goal is to provide law enforcement a mechanism by which TRPs can be traced to specific individuals or entities, thereby reducing fraud and increasing public safety. The issuing agent will record electronically the sale of a TRP, including owner and vehicle information for each TRP issued. The information will be on a server in the Secretary of State's information center. A TRP username and password will be assigned after issuance of a license.

For technical questions, please call 866-825-7926.