



**Jesse White**  
Secretary of State

**Vehicle Services Department**  
**Dealer Licensing Section**  
501 S. Second St., Rm. 069  
Springfield, IL 62756

[www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

# Secretary of State

## Dealer License Application

**Do not complete this application until you read all instructions.**

**If additional space is needed for names and addresses, attach a separate listing. If you have questions on completing this form, please call Dealer Licensing at 217-782-7817.**

### Section I

<b>For office use only</b>	<b>License Year Ending December 31,</b> _____ <span style="float: right; font-size: small;">Year</span>
<b>DRS Number:</b> _____	<b>DL Number:</b> _____

Type of Dealer License desired (mark one only):

- New and used     
  Used vehicles only     
  Motorcycles     
  Trailers     
  Community-based manufactured home  
 Manufactured home dealer     
  Salvaged dealer designation     
  Buy here pay here used vehicle dealer

Firm's Legal Name (type or print): \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

County: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Retailer's Occ. Tax Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Makes of vehicles sold or manufactured (Attach a letter of franchise for each make of vehicle.): \_\_\_\_\_

Type of Business Entity:   
 Proprietorship     
 Corporation (date of incorporation): \_\_\_\_\_  
 Partnership     
 Trust     
 Other (specify): \_\_\_\_\_

List names and residence addresses of proprietor and each partner, member or trustee. If a corporation, list names and residence addresses of all officers, directors and shareholders having a 10 percent or greater ownership interest in the corporation.

Name	Residence Telephone	Date of Birth	Driver's License Number
Street Address, City, State, ZIP			
Name	Residence Telephone	Date of Birth	Driver's License Number
Street Address, City, State, ZIP			
Name	Residence Telephone	Date of Birth	Driver's License Number
Street Address, City, State, ZIP			
Name	Residence Telephone	Date of Birth	Driver's License Number
Street Address, City, State, ZIP			

**Section II**

Have you been licensed under Chapter 5 of the Illinois Vehicle Code (IVC) in the previous year as a Vehicle Dealer, Repairer, Rebuilder, Auto Parts Recycler, Scrap Processor or Auctioneer?  Yes  No

If yes, license number: \_\_\_\_\_

Has your application for Vehicle Dealer, Repairer, Rebuilder, Auto Parts Recycler, Scrap Processor or Auctioneer under Chapter 5 of the IVC ever been denied, revoked or suspended?  Yes  No

If yes, year denied, revoked or suspended: \_\_\_\_\_

Has any officer, director, owner or partner been convicted of a felony?

Yes  No If yes, date of offense and brief explanation: \_\_\_\_\_

Do you own or lease the premises where you intend to conduct business?  Own  Lease If you lease, you must submit a copy of the lease agreement, which cannot expire until December 31 of the dealer year for which you are applying.

Dimensions of lot: \_\_\_\_\_ Dimensions of building: \_\_\_\_\_

Do you have an office of a permanent nature on the premises?  Yes  No

If no, explain: \_\_\_\_\_

Was this location previously licensed as a dealership?  Yes  No

Do you have adequate repair facilities on the premises?  Yes  No

Do you have a contract for the repair of vehicles?  Yes  No

**This certification must be executed by the garage owner with whom you have a contract for repairs. I hereby certify that I have contracted to repair all vehicles to be sold by this dealership.**

\_\_\_\_\_  
Garage Owner's Name

\_\_\_\_\_  
Garage Owner's Signature

Will your business need to issue Temporary Registration Permits (TRPs)?  Yes  No

**\*(See enclosed TRP super user agreement, policies and procedures.)**

List all supplemental places of business:

\_\_\_\_\_  
Street Address Business Telephone

\_\_\_\_\_  
City, State, ZIP, County

\_\_\_\_\_  
Street Address Business Telephone

\_\_\_\_\_  
City, State, ZIP, County

\_\_\_\_\_  
Street Address Business Telephone

\_\_\_\_\_  
City, State, ZIP, County

**I have fully read, understand and answered all questions truthfully.**

\_\_\_\_\_  
Initial and Date

## Section III

After carefully reading each of the following documents, initial and date each one indicating that you understand its content.

### Affidavit

Upon my application for a license to deal in vehicles or their component parts, I attest that I have read and understand the Illinois Vehicle Code, especially the sections that pertain to anti-theft laws and the sections that pertain to dealers, repairers, rebuilders, used parts dealers, scrap processors, auctioneers and out-of-state salvage buyers.

I understand that all vehicles that are wrecked to the point of being salvage or junk must either have an Illinois Junking Certificate or an Illinois Salvage Certificate.

I further understand that at no time may I remove, deface or alter a vehicle identification number from any vehicle or component part, whether this number is stamped into the part or affixed to a plate attached to this vehicle or component part. I understand it is unlawful to possess a vehicle or component part that has had these numbers or plates removed.

**I hereby state that as an issuer of Temporary Registration Permits (TRPs) I will comply with Illinois Compiled Statutes and the Illinois Administrative Code Title 92, Chapter II, Sections 1010.420 and 1010.421. I further understand that as an issuer of TRPs, I shall pay a reimbursement fee per permit to the Secretary of State for lost, missing, stolen or destroyed TRPs. I also agree to maintain records of all TRPs issued as prescribed by the Illinois Vehicle Code and Illinois Administrative Code.**

**Notice:** Public Act 84-0680 requires a statement that the applicant shall comply with Chapter 625 ILCS 5/5-301. Your signature on this application indicates compliance with this section.

Public Act 94-784 requires a statement that the applicant shall comply with 815 ILCS 308. Your signature on this application indicates compliance with these sections. Your signature on this application indicates compliance with all local rules and regulations.

**Requirements:** As an inducement to the Secretary of State to issue a Dealer License, the applicant shall:

- a) Maintain for a period of three years, in the form required by the Illinois Vehicle Code and the Secretary of State, books and records that shall be open to inspection at any reasonable hour; and
- b) Maintain a record of every Dealer License and to whom it is issued.

I certify that no Illinois Use or Sales Tax is due to the Department of Revenue.

I understand that before a Dealer License will be issued, there will be an investigation upon application regarding my qualifications to become a licensed dealer and an inspection of the established place of business.

**I have fully read and understand all the information in the above statement.**

\_\_\_\_\_  
Initial and Date

### Statement

\*I hereby state that the officers, directors and shareholders having a 10 percent or greater ownership interest therein, proprietor, partner, member, officer, director, trustee, manager or other principals in the business have not been convicted of a forceable felony as defined by the Criminal Code of 2012 in the past 10 years or any one violation as determined in any civil, criminal or administrative proceedings in the past 3 years or any in the last 3 years of the following Acts:

- a) Anti Theft Laws of the Illinois Vehicle Code
- b) Certificate of Title Laws of the Illinois Vehicle Code
- c) Offenses against Registration and Certification of Title Laws of the Illinois Vehicle Code
- d) Dealers, Transporters, Wreckers and Rebuilders Laws of the Illinois Vehicle Code
- e) Section 21-1 of the Criminal Code of 1961, Criminal Trespass to Vehicles
- f) Retailers Occupation Tax Act

I further state that the officers, directors and shareholders having a 10 percent or greater ownership interest therein, proprietor, partner, member, officer, director, trustee, manager or other principals in the business have not committed in any calendar year three or more violations, as determined in any civil, criminal or administrative proceedings of any one or more of the following Acts:

- a) Consumer Finance Act
- b) Consumer Installment Loan Act
- c) Retail Installment Sales Act
- d) Motor Vehicle Retail Installment Sales Act
- e) Interest Act
- f) Illinois Wage Assignment Act
- g) Part 8 of Article XII of the Code of Civil Procedure
- h) Consumer Fraud Act

**I have fully read and understand all the information in the above statement.**

\_\_\_\_\_  
Initial and Date

