



Motor Vehicle Division

38-5000 R08/18

Mail Drop 552M
Dealer Licensing
PO Box 2100
Phoenix AZ 85001-21000
602-712-7571
Email: mvdldu@azdot.gov
www.azdot.gov/dealerlicensing

LICENSING INFORMATION

Manufacturer or Distributor

**Thank you
for your interest in becoming an
Arizona Manufacturer or Distributor**

APPLICATION

ARS 28-4361

1. Complete application in full. Utilize the application checklist and informational pages included in the application to ensure you submit a complete packet with all requirements.
2. If applicant is not a resident of Arizona and engages in any business in this state, the applicant must designate an agent or the assistant director of the Motor Vehicle Division upon whom service of process may be made in Arizona.
3. A Distributor must submit a certificate of appointment signed by an authorized agent of the manufacturer of domestic or foreign made vehicles.

FEES

Submit a check; payable to MVD, that includes the Filing Fee, License Fee and MF test plate fee (if applicable)

Filing Fee \$15
License Fee \$100
See MT plate fees below

BOND

Not required

CRIMINAL RECORDS CHECK

Not required

DOCUMENTATION

ARS 28-4463

The following documents must be submitted with the application:

- Blanket written agreement used for all franchised dealers
- Authorization letter for each franchise
- Copy of the delivery and preparation form
- List of all Arizona franchises
- Sample of your MCO (Manufacturer’s Certificate of Origin), submit a copy of the front and back
- Product brochure
- Photos of site:
 - Building
 - Address
 - Sign
- Notice of intention, if a franchisor intends to establish an additional new motor vehicle dealership within a 10 mile area in a community where a same line/make dealer is established. A 20 mile area is used in counties where the population is less than 200,000.

A written agreement need not be filed for each franchised dealer, if the manufacturer or distributor uses the identical basic agreement for all of its franchised dealers, and has filed a blanket agreement.

MANUFACTURER TEST (MT) PLATES

ARS 28-4531

MT	Passenger cars and unladen trucks	\$30.00
12M000	Light Weight Laden, GVW less than 12,000 lbs	\$36.00
26M000	Middle Weight Laden, GVW 12,000 to 26,000 lbs	\$253.00
80M000	Heavy Weight Laden, GVW more than 26,000 lbs	\$1,070.00
	GVW more than 26,000 lbs	\$1,070.00

All vehicles operated under the authority of the assigned manufacturer plates must be in compliance with the Uniform Motor Vehicle Safety Responsibility Act and will remain in compliance for the entire registration period.

If a test plate is lost or stolen, a written report must be made immediately to Dealer Licensing, identifying the test plate by type and number and include all available data concerning the lost or theft.

A validation registration tab will be issued to each assigned test plate.

DEFINITIONS

RS 28-4301

“Distributor” means a person who sells or distributes new motor vehicles to a new motor vehicle dealer in this state or who maintains distributor representatives in this state.

“Distributor Branch” means a branch office maintained or availed of by a distributor or wholesaler for the sale of new motor vehicles to new motor vehicle dealers in this state or for directing or supervising its representatives in this state.

“Importer” means a person who transports or arranges for the transportation of any foreign manufactured new motor vehicle into the United States for sale in this state.

“Manufacturer” means any person who manufactures or assembles new motor vehicles or who manufactures or installs on previously assembled truck chassis special bodies or equipment which when installed from an integral part of the new motor vehicle and which constitute a major manufacturing alteration, but does not include the installation of a camper on a pickup truck.

RECORD KEEPING

ARS 28-4542

A written record must be maintained of the vehicles on which the test plates are used, and the persons to whom each test plate is assigned. The record must be available for inspection by any MVD agent or peace officer.

MANUFACTURERS OF TRAILERS

All manufacturers of trailers must make contact with the following agency for information on assigning proper vehicle identification numbers to manufactured trailers.

National Highway Traffic Safety Administration
Department of Vehicle Safety
400 7th St SW
Washington DC 20590
Toll Free: 888-327-4236
www.nhtsa.dot.gov

Trailer Dealer Plates (TR) will be assigned to manufacturers of trailers instead of Manufacturer Test Plates (MT).

INTENT TO TERMINATE OR ADD A FRANCHISE ARS 28-4453

If a franchisor intends to terminate or not continue any franchise, or intends to enter into a franchise establishing an additional dealership of the same line/make, the franchisor must file a notice with us of intent to terminate or not continue the franchise or enter into a franchise for additional representation of the same line/make.

ELECTRONIC ACCESS REQUIREMENT

All licensees are **required** to have computer and Internet access. Electronic access is required to accomplish various business functions related to your license that include renewing licenses and plates, and corresponding with us.

QUESTIONS?

Please contact Dealer Licensing by e-mail at mvdlu@azdot.gov, call 602-712-7571 or visit the Dealer Licensing website at www.azdot.gov/dealerlicensing