



Motor Vehicle Division

46-0408C R08/20 azdot.gov

**MOTOR VEHICLE DEALER
APPLICATION CHECKLIST**

I have completed and included all of the following with my application, as applicable.

- 15.00 filing fee, check payable to Motor Vehicle Division (MVD)
- Fingerprint card(s) submitted in provided envelope sealed by fingerprint technician.
- Submit a \$22.00 certified check/money order payable to the Department of Public Safety (DPS)
- Authorization to Release Information Statement of Personal History form # 46-0407, required for background check
- Surety Bond and Power of Attorney, with original stamp, embossed seal or sticker and for amount appropriate to license type signed by the principal/officer
- A copy of your Transaction Privilege Tax License with physical address of the dealership. This applies to all license types including Wholesale Motor Vehicle Dealers per ARS § 48-4362.3.
- Articles of Incorporation/Organization or Partnership Agreement filed in Arizona (copy)
- All photos as listed on page # 3
- Out of state articles filed with the Arizona Corporation Commission as a foreign authority
- Manufacturer/Distributor’s authorization letter for each new product for which franchise is required for **NEW** MVD motor vehicle dealer applicants, signed by the manufacturer/distributor for each product, as applicable.
- Dealer Plate Application, if applicable
- Authorized Presence document for Individual or Partnerships only
- Copy of the lease agreement/ownership document (Used, Broker, Public Consignment and Automotive Recycler)

I have:

- Completed all applicable check boxes
- All information on all documents
- Signed and notarized documents where applicable
- Made copies of the completed application packet for my personal record

[Background check](#)

Motor Vehicle Dealer pre-printed fingerprint card(s), Technician Form and provided envelope are available for request at the Dealer Licensing website www.azdot.gov/dealerlicensing or pick up at the Guard Station located at the ADOT Building, 1801 W. Jefferson St. Phoenix, AZ 85007. Complete the fingerprint card(s) at any law enforcement agency. The fingerprint technician will place the completed fingerprint card along with the completed “Fingerprint Technician” form 99-0141A R03/17 in the provided envelope, sealed by the technician and returned to the applicant for submission with the application.

Information may be found on ADOT’s Dealer Licensing website at www.azdot.gov/dealerlicensing

Mail the Motor Vehicle Dealer Application, all required documents and fees to:

MAIL DROP 552-M
MOTOR VEHICLE DIVISION
PO BOX 2100
PHOENIX AZ 85001-2100

NOTE: Those entities that meet the statutory definition of a Sales Finance Company under [ARS § 44-281](#) are still required to be licensed by the Department of Insurance and Financial Institutions (DFI). You will need to check with DFI regarding licensing requirements. Click [HERE](#) for the DFI Sales Finance Company web page.

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