

## OKLAHOMA MOTOR VEHICLE COMMISSION

### APPLICATION PACKET FOR MANUFACTURER OR DISTRIBUTOR

A new motor vehicle Manufacturer and/or Distributor must be licensed, by this agency, prior to doing business in Oklahoma, which includes: establishing a dealer or distributor network in Oklahoma, or placing bids. It is unlawful for a Manufacturer or Distributor to sell *new motorized street-legal vehicles and/or new RV Towables* into Oklahoma without first obtaining a license. Sanctions such as fines or denial of license may be imposed for non-compliance.

#### **\*\*ITEMS IN CHECKLIST BELOW ARE REQUIRED TO MAKE PROPER APPLICATION\*\***

- \_\_\_ 1. **APPLICATION FORM:** Form must be fully completed, signed and notarized.
- \_\_\_ 2. **FINANCIAL INFORMATION:** A company **Balance Sheet or Pro Forma Balance Sheet** is required. The Balance Sheet *must be certified* by an officer of the company, and *current within the last 90 days*. You may submit your own signed Balance Sheet or use the enclosed Balance Sheet form.
- \_\_\_ 3. **AFFIDAVIT:** Furnish an affidavit, on your letterhead, certifying that only new parts are used in the manufacture of the new vehicles.
- \_\_\_ 4. **PHOTO:** Include photo of your manufacturing or distributing facility, showing the business sign.
- \_\_\_ 5. **BROCHURE(S):** Attach a sales brochure for each product line that is motorized and street-legal.
- \_\_\_ 6. **WARRANTY:** Attach copy of your product warranty and policy for warranty reimbursement to Dealers.
- \_\_\_ 7. **MSOs/MCOs:** Sample of *completed* Manufacturer's Statement/Certificate of Origin (front and back) for each product line manufactured or distributed in Oklahoma.
- \_\_\_ 8. **DEALER SALES & SERVICE AGREEMENT:** Submit sample copy of the standard Dealer Agreement.
- \_\_\_ 9. **REPRESENTATIVES:** Representatives are **individuals** employed by your company who contact dealers, prospective dealers or distributors, whether paid by salary, commission or contract. They must be licensed prior to engaging in this activity. A Representative form is enclosed, please make photo copies.
- \_\_\_ 10. **DEALERS:** Provide names, addresses, and phone numbers, of all Dealers who will be selling your product. Only Dealers can sell to the public; they must be physically located in Oklahoma and duly licensed.
- \_\_\_ 11. **IF APPLYING FOR A MANUFACTURER LICENSE:** Provide name, address, phone, and contact person for any Distributors involved on behalf of applicant. A Distributor is a **company** (anywhere in the U.S.) that "establishes dealer networks", "places bids", or "distributes your products", in Oklahoma. *Distributors are required to be licensed prior to engaging in these activities.*
- \_\_\_ 12. **IF APPLYING FOR A DISTRIBUTOR LICENSE:** Provide name, address, phone, and contact person, for each Manufacturer that you will represent; and **attach** copy of your signed Distributor Agreement with each of those manufacturers. *Manufacturers in the U.S. are required to be licensed before the Distributor is licensed.*
- \_\_\_ 13. **FEES:** Manufacturer/Distributor Fee is \$400.00. Representative Fee is \$100.00 each. Checks or Money Orders only, no cash or credit cards. ***Fees are non-refundable unless application is denied.***
- \_\_\_ 14. **DEADLINE:** Applications are reviewed for consideration at a Commission Meeting, held monthly on the second Tuesday. The **deadline** to submit an application packet is the Monday ***eight days prior*** to the meeting. **NO EXCEPTIONS!** If your application is not **complete** by the deadline, it will be held over to the next monthly Commission Meeting.

Contact Marilyn Maxwell at (405) 607-8227, ext 101, for assistance.





# BALANCE SHEET

Company: \_\_\_\_\_

As of \_\_\_\_\_

**ASSETS:**

**Current Assets:**

Cash on Hand and in Bank \_\_\_\_\_  
 Accounts Receivable \_\_\_\_\_  
 Factory Receivables \_\_\_\_\_  
 Notes Receivable \_\_\_\_\_

**Total Cash and Receivables** \_\_\_\_\_

**Inventories:**

New Motor Vehicles \_\_\_\_\_  
 Used Motor Vehicles \_\_\_\_\_  
 Parts and Accessories \_\_\_\_\_  
 Other Inventories \_\_\_\_\_

**Total Inventories** \_\_\_\_\_

**Other Current Assets:**

\_\_\_\_\_

**Total Current Assets:** \_\_\_\_\_

**Property, Plant, and Equipment:**

Land and Buildings \_\_\_\_\_  
 Furniture, Fixtures, Equipment \_\_\_\_\_  
 Company Vehicles \_\_\_\_\_  
 Leasehold Improvements \_\_\_\_\_  
 Other \_\_\_\_\_

**Total Property, Plant, & Equip:** \_\_\_\_\_

**Other Dealership Assets:**

\_\_\_\_\_

**Total Non-Current Assets:** \_\_\_\_\_

**TOTAL ASSETS:** \_\_\_\_\_

**LIABILITES**

**Current Liabilities:**

Accounts Payable \_\_\_\_\_  
 Notes Payable - Floor Plan \_\_\_\_\_  
 Other Short-Term Notes \_\_\_\_\_  
 Other Current Liabilities \_\_\_\_\_

**Total Current Liabilities:** \_\_\_\_\_

**Long-Term Liabilities:**

Mortgages Payable \_\_\_\_\_  
 Other Long-Term Notes \_\_\_\_\_

**Total Long-Term Liabilities:** \_\_\_\_\_

**TOTAL LIABILITES:** \_\_\_\_\_

**NET WORTH / OWNERS EQUITY:**

Capital Stock \_\_\_\_\_  
 Additional Paid in Capital \_\_\_\_\_  
 Retained Earnings \_\_\_\_\_  
 Other (Explain) \_\_\_\_\_

**TOTAL NET WORTH / OWNERS EQUITY:** \_\_\_\_\_

**TOTAL LIABILITES PLUS TOTAL NET WORTH:** \_\_\_\_\_

**I CERTIFY THAT THIS FINANCIAL INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Title \_\_\_\_\_  
 Corporate Officer

**REPRESENTATIVE ROSTER SHEET**

**Representative Licenses are required for employees of a manufacturer, factory branch, distributor, or distributor branch who perform any of the following duties:**

- **Contact prospective Oklahoma Dealers**
- **Supervise or contact current Oklahoma Dealers**
- **Contact prospective or current Distributors**
- **Place bids with any Oklahoma State, Municipal or County Governments**

**Instructions:**

- 1. List below all Representatives to be licensed AND their Social Security Number.**
- 2. Then each person listed below must complete a Representative License Application and an Affidavit of Citizenship form.**
- 3. PLEASE TYPE or PRINT LEGIBLY!**

**Company** \_\_\_\_\_ **Contact Person** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_

| NAME      | S.S. # | NAME      | S.S. # |
|-----------|--------|-----------|--------|
| 1. _____  | _____  | 17. _____ | _____  |
| 2. _____  | _____  | 18. _____ | _____  |
| 3. _____  | _____  | 19. _____ | _____  |
| 4. _____  | _____  | 20. _____ | _____  |
| 5. _____  | _____  | 21. _____ | _____  |
| 6. _____  | _____  | 22. _____ | _____  |
| 7. _____  | _____  | 23. _____ | _____  |
| 8. _____  | _____  | 24. _____ | _____  |
| 9. _____  | _____  | 25. _____ | _____  |
| 10. _____ | _____  | 26. _____ | _____  |
| 11. _____ | _____  | 27. _____ | _____  |
| 12. _____ | _____  | 28. _____ | _____  |
| 13. _____ | _____  | 29. _____ | _____  |
| 14. _____ | _____  | 30. _____ | _____  |
| 15. _____ | _____  | 31. _____ | _____  |
| 16. _____ | _____  | 32. _____ | _____  |



**AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES**

**Required Affidavit for all Representative Applications: Must verify and fill out either Option 1 OR Option 2**  
**\*\*\*DO NOT COMPLETE BOTH\*\*\***

**Instructions:**

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Motor Vehicle Commission are required, by the provisions of 56 O.S. Supp. 2007 § 71, to provide the Commission with verification of lawful presence in the United States by executing one of the Affidavits below before a notary public or other officer authorized to notarize affidavits under State law. The Commission's office provides notary service free of charge to applicants.

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**OPTION 1: Verification of US Citizenship**

Affidavit of \_\_\_\_\_ being of lawful age, being first duly sworn, upon oath, under  
(Print Applicant's Name)

penalty of perjury, declares as follows: **I am a United States Citizen.**

\_\_\_\_\_  
(Signature of Applicant)

NOTARY: Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary

My Commission #: \_\_\_\_\_ (Seal)

**(NO DOCUMENTATION REQUIRED FOR OPTION #1)**

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**OPTION 2: Affidavit Verifying Qualified Alien Status**

Affidavit of \_\_\_\_\_ being of lawful age, being first duly sworn, upon oath, under  
(Print Applicant's Name)

penalty of perjury, declares as follows: **I am a qualified alien under the federal Immigration and Naturalization Act, and am lawfully present in the United States.**

\_\_\_\_\_  
(Signature of Applicant)

NOTARY: Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary

My Commission #: \_\_\_\_\_ (Seal)

**If Option #2 is completed, the applicant must attach a copy (front and back) of one of the following USCIS Immigration Documents verifying the qualified alien status:**

Check one:

- Form I-551 (Permanent Resident Card)**
- Form I-94 (Arrival-Departure Record)**
- Form I-327 (Reentry Permit)**
- Form I-766 (Employment Authorization Card)**
- Form I-571 (Refugee Travel Document)**
- Naturalization Certificate**
- Other Document**