

OKLAHOMA MOTOR VEHICLE COMMISSION

APPLICATION PACKET FOR CHANGE IN MAJORITY OWNERSHIP OR DEALER PRINCIPAL

*****This form only applies to currently licensed dealers*****

THIS PACKET IS FOR: A current Licensee of the OMVC that is required to re-apply for the Dealer Franchise License(s), under the amended organizational structure, due to a change in majority ownership or in dealer principal

CAREFULLY FOLLOW THE CHECKLIST BELOW TO MAKE COMPLETE APPLICATION:

- ___ 1. **DEALER APPLICATION FORM:** Form must be complete, signed and notarized. IF WE CAN'T READ IT, WE WILL RETURN IT. TYPE OR PRINT LEGIBLY. Answer all questions.
- ___ 2. **FINANCIAL INFORMATION:** Submit a **Company Balance Sheet**. The Balance Sheet must be certified by an officer of the company, and current within the last 60 days. A blank Balance Sheet form is included in this packet for your convenience.
- ___ 3. **BUSINESS HISTORY:** Provide a brief history of the business and of each Owner or Executive Manager who will be active in the daily operations. Include previous dealership ownership and/or employment.
- ___ 4. **MANUFACTURER/DISTRIBUTOR(S):** Provide list of names, addresses, phone numbers and contact persons for the manufacturers and/or distributors with whom you will have Sales and Service Contract(s) or Franchise Agreement(s).
- ___ 5. **DEALER SALES & SERVICE AGREEMENT(S):** *Your application CAN be submitted without this document*, as it may be approved "contingent upon" receipt of the Agreement(s). Keep in mind the actual franchise licenses will not be issued until the Agreement(s) are received.
- ___ 6. **FEE: \$200.00 PER FRANCHISE.** The Commission issues a separate license for each franchise sold. Checks or Money Orders only, no cash or credit cards. Fees are non-refundable unless application is denied.
- ___ 7. **DEADLINE:** Applications are considered by the Board on the second Tuesday of each month ONLY. The **deadline** to submit an application packet is the Monday eight days prior to the meeting. NO EXCEPTIONS!

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

OKLAHOMA MOTOR VEHICLE COMMISSION

**NEW MOTOR VEHICLE DEALER
INITIAL APPLICATION FOR CHANGE OF OWNERSHIP OR DEALER PRINCIPAL**

PLEASE TYPE.

1. DBA Name _____ 2. Legal Name _____
(if different)

3. Physical Address _____
Street Address City State Zip County

4. Mailing Address _____
(if different) P.O. Box City State Zip

5. **NOTE:** The mailing address above will be used for all official correspondence from the OMVC to the applicant/
licensee. Should you desire copies sent to additional persons or addresses, please provide information below:

Name: _____ Address: _____

Name: _____ Address: _____

6. Dealership Phone (_____) _____ Dealership Fax (_____) _____

7. Dealer Principal _____ Exec Manager _____

Direct Line or Ext (_____) _____ Direct Line or Ext (_____) _____

Email _____ Email _____

8. Website Address: _____

9. Will this be the Dealer's primary occupation? ___ Yes ___ No If No, explain:

10. Type of Ownership: ___ Individual ___ Partnership ___ Corporation ___ LLC

11. **Complete for each Owner, Officer and Executive Manager (including date of birth and percent of ownership):**

NAME	COMPLETE HOME ADDRESS	TITLE	D.O.B.	%
_____	_____	_____	_____	_____%
_____	_____	_____	_____	_____%
_____	_____	_____	_____	_____%
_____	_____	_____	_____	_____%
_____	_____	_____	_____	_____%

12. Have you or any of the principals ever had a Motor Vehicle Dealer or Salesperson License **denied, revoked** or **suspended** in this **or** any other state? ___ Yes ___ No If Yes, explain:

13. Have you or any of the principals ever been convicted of a felony? ___ Yes ___ No
If **Yes**, complete the following: **Where?** _____ **When?** _____ (circle one) **Federal** or **State Charge**
Convicted of: _____

Attach: Copy of the OSBI Report for state charges in Oklahoma or a Criminal History Background Report

BALANCE SHEET

Company Name _____

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 AND NET WORTH: _____

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

Signature _____ Printed Name _____ Title _____
Corporate Officer

SALESPERSON LICENSING INFORMATION

THE GRATIS LICENSE:

OMVC Law allows for one free Salesperson License (Gratis License) to be issued to the Dealer Principal or Executive Manager. Complete the attached Gratis License Application and Affidavit Verifying Lawful Presence.

SALESPERSON LICENSES:

OMVC Statute Title 47, Section 564 states that: "It shall be unlawful for any person to serve in the capacity of a motor vehicle salesperson without first obtaining a license".

STEPS TO FOLLOW:

1. **If your dealership is NOT changing its name**, NO ACTION is needed.
2. **If your dealership IS changing its name**, your Salesperson Licenses will need to be amended, reflecting the change in dealership name.
3. **After the Dealer Licenses are issued**, simply make a request, in writing, listing all of the Salespeople that need their license amended AND surrender the actual Licenses.

Familiarize yourself with the following Rules & Regulations concerning Salesperson Licenses in order to stay compliant and avoid the issuance of fines.

- (a) **License.** At the same time and contemporaneous with a new Salesperson being employed, an application for Salesperson License shall be submitted to the Commission on forms prescribed by the Commission along with the appropriate fee. A license for a Motor Vehicle Salesperson will not be issued, renewed or endorsed until the employing Dealer is licensed and has certified that the applicant for said license is in his or her employ. All Salesperson licenses will be sent to the Dealer for distribution to his or her respective applicants, and the Dealer will determine that all its personnel required to obtain license have done so.
- (b) **Identification card** - A Salesperson's license shall consist of an identification card. The card shall be carried upon his or her person when acting as a Salesperson."
- (c) **Termination of employment** - Upon termination of employment, a termination notice must be submitted by the dealer to the OMVC within ten days.
- (d) **Change of employment** - A licensed Salesperson shall, on change of employment, surrender the Salesperson's License to the new employer, who shall submit the License along with the appropriate Transfer form to the Commission, for endorsement reflecting the change of employers.

OKLAHOMA MOTOR VEHICLE COMMISSION

APPLICATION FOR NEW MOTOR VEHICLE GRATIS LICENSE

(Not a regular Salesperson License Application)

TYPE OR PRINT LEGIBLY.

1. Name _____ Birth Date _____ SS# _____

2. Address _____
Address City State Zip

3. Home Ph #(_____) _____ 4. Job Title _____ 5. Date Hired _____

6. Dealership _____
Name Address City State Zip

7. Is this your principal occupation? ___ Yes ___ No If No, explain: _____

8. Have you ever been licensed by this Commission? ___ Yes ___ No If Yes, specify most recent dealership:

9. Have you ever had a Motor Vehicle Dealer or Salesperson License **denied, revoked** or **suspended** in this **or** any other state? ___ Yes ___ No If Yes, explain: _____

10. Have you ever been convicted of a felony? ___ Yes ___ No If Yes, complete the following: **Where?** _____
When? _____ (circle one) **Federal** or **State Charge** **Convicted of:** _____

Attach: Copy of the OSBI Report for state charges in Oklahoma or a Criminal History Background Report
(DO NOT SUBMIT APPLICATION WITHOUT THIS DOCUMENTATION—IT WILL NOT BE PROCESSED!)

I agree to abide by the Laws and Rules of the State of Oklahoma, Motor Vehicle Commission. I certify under penalty of perjury that the answers and information contained herein are true and correct. I understand that my License may be denied, revoked or suspended for any material misstatement of fact.

Signature _____ **Date** _____
Applicant

Oklahoma Motor Vehicle Commission
4334 N.W. Expressway, Suite 183, Oklahoma City, OK 73116
(405) 607-8227

Note: The Affidavit Verifying Lawful Presence must accompany this form in order to be processed.

GRATIS LICENSE (no fee required)

**Required Affidavit for all Salespersons 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.

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

OPTION 1:

Verification of Citizenship

Affidavit of

(Applicant's Name)

_____, of lawful age, being first duly sworn, upon oath, under penalty of perjury, as follows:
(Applicant's Name)

I am a United States Citizen.

(Signature of Applicant)

Subscribed and sworn to or affirmed before me this _____ day of _____, 20_____.

NOTARY

(Seal)

My Commission Expires: _____

My Commission #: _____

OPTION 2:

Affidavit Verifying Qualified Alien Status

Affidavit of

(Applicant's Name)

_____, of lawful age, being first duly sworn, upon oath, under penalty of perjury, as follows:
(Applicant's Name)

I am a qualified alien under the federal Immigration and Naturalization Act, and am lawfully present in the United States.

(Signature of Applicant)

Subscribed and sworn to or affirmed before me this _____ day of _____, 20_____.

NOTARY

(Seal)

My Commission Expires: _____

My Commission #: _____