

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 street-legal vehicles* 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. _____	_____

OKLAHOMA MOTOR VEHICLE COMMISSION
APPLICATION FOR MOTOR VEHICLE REPRESENTATIVE LICENSE

INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED.

1. Name _____ Job Title _____ SS# _____

2. Home Address _____
Address City State Zip

3. Home Ph #: _____ 4. Email Address _____

5. Employed by _____ Division _____
(if applicable)

6. Address of Employer: _____
Address City State Zip

7. List any other Manufacturer/Distributor that you represent: _____

8. Have you ever had a Representative License denied, revoked or suspended in this **or** any other state? ____ Yes ____ No
If Yes, explain: _____

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

If Yes: Attach copy of the OSBI Report for state charges in Oklahoma or a Criminal History Background Report
Dealer must acknowledge past felony history by signing the Report.
The Commission has the authority to verify, independently, the accuracy of your response.
(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 _____
Applicant Signature **Date**

EMPLOYER'S ENDORSEMENT

I have read the foregoing answers by the above Applicant and believe them to be true to the best of my knowledge. **This Applicant, Representing My Company**, is recommended as trustworthy and a person who will abide by the provisions of the law, rules and regulations governing the sale and distribution of new motor vehicles.

Signature _____
Authorized Signature of Employer **Title** **Date**

Print Name **Name of Company** **Phone Number**

\$100.00 Fee and Affidavit Verifying Lawful Presence must accompany this form in order to be processed

Oklahoma Motor Vehicle Commission
4334 N.W. Expressway, Suite 183,
Oklahoma City, OK 73116

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.

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)

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**