Applications for license are presented to the Commission Board for consideration the second Tuesday of each month. The below requirements must be submitted eleven days prior to that meeting. **Applications that are incomplete will be returned and will delay the application process.** All licenses expire December 31st of each odd numbered year (i.e. 2019, 2020 etc.). The license will be issued only after all of the requirements have been met. Submitting an application does NOT authorize you to conduct any business as a used motor vehicle dealer.

1. **INITIAL APPLICATION**
   - The initial application must be completed in full, signed and notarized.
   - The name of the business must reflect the type of business being conducted under this license, i.e., "auto sales," "motors," "used cars," etc. Contact our office for approval of the business name before submitting the application.

2. **APPLICATION FEE** must be in the form of cash, money order or cashier’s check and is nonrefundable unless the Commission denies the application. **We do not accept cash or credit cards.**

   | Used Motor Vehicle Dealer | $600.00 | Used Motor Vehicle Dealer Auction | $600.00 |
   | Franchised Used Motor Vehicle Dealer | $200.00 | Secondary Location | $200.00 |

3. **OSBI Report**
   - All applicants are required to submit a current report from Oklahoma State Bureau of Investigations (OSBI report). The report must include all three searches: Name Based, Sex Offender and Violent Offender. You may contact OSBI at (405)848-6724 or visit their website at https://www.ok.gov/osbi/.
   - **Felony Applicants:** Felony Applicants must submit copies of the Judgment and Sentencing documents for all convictions. Felony applicants are required to make a personal appearance before the Board of Commissioners. All documentation must be in our office BEFORE your appearance will be scheduled.

4. **PERSONAL HISTORY QUESTIONNAIRE** must be completed for all applicants listed in Section Four of the Application.

5. **OKLAHOMA DRIVER’S LICENSE** must be submitted for all applicants listed in Section Four of the Application.

6. **FINANCIAL STATEMENT**
   - Financial Statements are not public record, but are subject to review and verification. Statements which appear to be incomplete will be returned and may delay consideration of your application.
   - **Corporations** must submit a financial statement on the attached form for the corporation and the majority stockholder.
   - **All other ownership types** must submit a financial statement on the attached form for all owners - sole proprietors / partners / members.

7. **$25,000 SINGLE LIMIT GARAGE LIABILITY INSURANCE**
   - The Certificate of Insurance must be completed by your agent on the enclosed UD-7 form, and must reflect the ownership, business name and lot address as it appears on the initial application.
   - Coverage, in accordance with the financial responsibility laws of the State of Oklahoma, shall be kept in force at all times with no lapse in coverage during the period of licensure. **A lapse in coverage will result in automatic revocation of the license.**
   - **Secondary lot applicants** may submit an amended certificate of insurance adding the secondary lot locations business name and lot address.

8. **$25,000 DEALER’S BOND**
   - You must submit the **original** bond completed by your bonding agent on the enclosed bond form, and must be signed by the owner, reflect the ownership, business name and the lot address as it appears on your initial application.
   - Coverage shall be kept in force at all times with no lapse in coverage during the period of licensure. **A lapse in coverage will result in automatic revocation of the license.**
   - Used Motor Vehicle Dealer Auctions are required a $50,000 bond. Call the office for a copy of that bond.
Secondary lot applicants may submit a bond rider amending your current bond to add the secondary lot locations business name and address.

9. CURRENT CERTIFICATE OF INCORPORATION OR LLC, OR A CURRENT CERTIFICATE OF GOOD STANDING
➤ If the business is a Corporation, LLC, LP, or LLP you must submit a copy of the Certificate of Incorporation or LLC, OR a current Certificate of Good Standing issued by the Oklahoma Secretary of State. You may contact them at (405)521-3911.

10. PHOTOS OF OUTSIDE OF SALES OFFICE, SALES LOT & PERMANENTLY MOUNTED SIGN
➤ The business must be a permanent structure separate and apart from any residence or other business and the facility must have an accessible restroom for the public.
➤ The business sign must reflect the name of the business exactly as it appears on the application. The sign must be at least 32 square feet in size, permanently mounted with permanent lettering at least 6 inches in height, and visible from the nearest roadway. Banners are not permitted.

11. LETTER OR PERMIT FROM THE CITY OR COUNTY reflecting the lot address and showing approval of local zoning requirements for used motor vehicle sales. If there are no zoning requirements, you will need to submit a letter from the appropriate authority stating such.

12. PROOF OF USABLE PHONE listed with local directory assistance in the business name and lot address as it appears on the initial application.

13. SAMPLE COPIES OF APPROVED CONDITION OF SALE DOCUMENTS will be given at the Education Program. If you wish to use other forms, they must be submitted for approval.

14. INSPECTION AND APPROVAL OF THE LOCATION BY A COMMISSION INSPECTOR
➤ A Commission inspector will contact you to schedule an inspection after the Board of Commissioners meet.

15. ATTENDANCE OF THE EDUCATION PROGRAM
➤ One owner - sole proprietor / partner / member / corporate officer must attend the education program before the license will be issued. ATTENDANCE IS MANDATORY. YOUR LICENSE WILL NOT BE ISSUED UNTIL YOUR ATTENDANCE IS VERIFIED. There will be one class held from 9:00 a.m. - 12:30 p.m. on the Monday prior to the monthly meeting of the Used Motor Vehicle and Parts Commission at 421 NW 13th Street, Suite 330, Oklahoma City, OK 73103.

16. SALESPERSONS ARE REQUIRED TO BE REGISTERED AND MUST SUBMIT THE FOLLOWING REQUIREMENTS:
➤ Initial Salesperson's Application completed in full, signed by the applicant and employing dealer.
➤ Application Fee of $25.00 paid by the employing entity.
➤ All applicants must submit a current OSBI report including all three searches' (Violent Offender, Name Based, and Sex Offender). You may contact OSBI at (405)848-6724.
➤ Copy of current Oklahoma driver's license.
SECTION ONE: LICENSE TYPE

CHECK ONLY ONE
☐ Used Motor Vehicle Dealer ($600.00 fee)  ☐ Franchised Used Motor Vehicle Dealer ($200.00 fee)
☐ Used Motor Vehicle Dealer Auction ($600.00 fee)  ☐ Secondary Location ($200.00 fee)

SECTION TWO: DEALERSHIP INFORMATION

YOU MUST CALL OUR OFFICE FOR APPROVAL OF YOUR BUSINESS NAME

<table>
<thead>
<tr>
<th>BUSINESS NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTITY NAME (IF ANY)</td>
<td>EMAIL</td>
</tr>
<tr>
<td>PHYSICAL ADDRESS</td>
<td>CITY</td>
</tr>
<tr>
<td></td>
<td>STATE</td>
</tr>
<tr>
<td></td>
<td>ZIP CODE</td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td>CITY</td>
</tr>
<tr>
<td></td>
<td>STATE</td>
</tr>
<tr>
<td></td>
<td>ZIP CODE</td>
</tr>
</tbody>
</table>

SECTION THREE: TYPE OF OWNERSHIP

CHECK ONLY ONE
☐ Sole Proprietor  ☐ Partnership  ☐ Corporation  ☐ Limited Liability Company  ☐ Limited Partnership  ☐ Limited Liability Partnership

SECTION FOUR: OWNERSHIP INFORMATION

COMPLETE THE FOLLOWING SECTION INDICATING ALL PARTIES WITH ANY OWNERSHIP INTEREST IN THE BUSINESS

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>PHONE NUMBER</th>
<th>OWNERSHIP %</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL NAME</td>
<td>PHONE NUMBER</td>
<td>OWNERSHIP %</td>
</tr>
<tr>
<td>FULL NAME</td>
<td>PHONE NUMBER</td>
<td>OWNERSHIP %</td>
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<tr>
<td>FULL NAME</td>
<td>PHONE NUMBER</td>
<td>OWNERSHIP %</td>
</tr>
<tr>
<td>FULL NAME</td>
<td>PHONE NUMBER</td>
<td>OWNERSHIP %</td>
</tr>
</tbody>
</table>

If corporately owned, list Oklahoma Service agent:

NAME | ADDRESS

SECTION FIVE: OWNER WALLET CARDS

LIST ANY APPLICANTS LISTED IN SECTION FOUR THAT WILL BE ACTIVE IN THE BUSINESS OF BUYING AND/OR SELLING FOR WHOM A WALLET CARD SHOULD BE ISSUED. (ONE GRATIS WALLET CARD ISSUED, ADDITIONAL WALLET CARDS ARE $50.00 PER CARD)

<table>
<thead>
<tr>
<th>Name</th>
<th>Gratis Card</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$50.00</td>
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<tr>
<td></td>
<td>$50.00</td>
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<td></td>
<td>$50.00</td>
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<tr>
<td></td>
<td>$50.00</td>
</tr>
</tbody>
</table>

SECTION SIX: BACKGROUND INFORMATION

Have any of the applicants listed in Section Four ever been convicted of or pled guilty or "no contest" to a felony? ☐ Yes  ☐ No
### SECTION SEVEN: GENERAL INFORMATION

1. **Is the property where the business is located owned or leased?**
   - [ ] Owned
   - [ ] Leased
   - Date purchased/leased?

2. **Is the location of the business a residence?**
   - [ ] Yes
   - [ ] No

3. **Is the dealership the principal business to be conducted at the location?**
   - [ ] Yes
   - [ ] No

4. **Will this location be shared with another licensed dealer?**
   - [ ] Yes
   - [ ] No

### SECTION EIGHT: RESERVATION OF EDUCATION PROGRAM

ONE OF THE APPLICANTS LISTED IN SECTION FOUR MUST ATTEND THE EDUCATION PROGRAM PRIOR TO THE ISSUANCE OF THE LICENSE. LIST APPLICANT AND DATE OF THE CLASS YOU WILL BE ATTENDING. DUE TO LIMITED SEATING, IF YOU WANT MORE THAN ONE PERSON TO ATTEND YOU MUST CALL OUR OFFICE FOR ADDITIONAL ENROLLMENTS.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Education Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### SECTION NINE: ATTESTATION

I hereby certify that the statements in or attached to this application are true and correct to the best of my knowledge and belief; that the members of this organization are familiar with the provisions of the law under which this application is made; and that I, as proprietor, partner, member or designated officer of the corporation, have authority to make the statements contained herein. I further understand that this application has no legal effect in the use of the benefits of a used motor vehicle dealer's license is approved and issued to the applicant by the Used Motor Vehicle and Parts Commission. **Failure to provide information or material misrepresentation is grounds for denial or subsequent revocation of license or $1,000.00 fine.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

State of ___________ ) Subscribed and sworn to before me this _____ day of ________________, ________.

County of ________ ) ss.

__________________________
Notary Public

My Commission Expires: ____________________________  Commission # ____________________________
PERSONAL HISTORY QUESTIONNAIRE

BUSINESS NAME

NAME

CONTACT PHONE

DATE OF BIRTH

SOCIAL SECURITY NUMBER

DRIVER'S LICENSE NUMBER

HOME ADDRESS

CITY

STATE

ZIP

GENERAL INFORMATION

1. Are you a U.S. Citizen? If no, attach a copy of your USCIS Immigration documents verifying the qualified alien status. □ Yes □ No

2. Have you ever been known by or used any other name(s)?
   If yes, what names?
   □ Yes □ No

3. Are you presently licensed or have you ever been licensed by this Commission in any capacity?
   If yes, in what capacity, specify the business name and dates.
   □ Yes □ No

4. Have you ever been licensed as a dealer or salesperson in any other state?
   If yes, have you ever been denied or had a license suspended or revoked in any state?
   If yes, please specify state, date and circumstance.
   □ Yes □ No

5. Have you ever been convicted of or pled guilty or “no contest” to a felony?
   Felony Applicants: Felony Applicants must submit copies of the Judgment and Sentencing documents for all convictions. Felony applicants are required to make a personal appearance before the Board of Commissioners. All documentation must be in our office BEFORE your appearance will be scheduled.
   □ Yes □ No

CERTIFICATION

I certify under penalty of perjury that the answers and information contained herein are true and correct. I hereby authorize the Used Motor Vehicle and Parts Commission to make any background investigation necessary prior to the issuance of my license. Failure to provide information or material misrepresentation is grounds for denial or subsequent revocation of the license or $1000 fine.

Date

Signature

Title

State of ) Subscribed and sworn to before me this _____ day of __________________, __________.

) ss.

County of ) ____________________________________________

Notary Public

My Commission Expires: ____________________________

Commission #: ____________________________
FINANCIAL STATEMENT

NOTE: All information on this financial statement is CONFIDENTIAL. It will not be disclosed to anyone outside this agency.

READ THIS PARAGRAPH BEFORE PROCEEDING:
The Financial Statement you are submitting may determine whether you will be granted a used motor vehicle dealer's license. If you do not list adequate assets to show that you are financially able to successfully operate a business, your application will be denied. A Financial Statement prepared by your accountant is preferred and will improve the ability of the Commission to assess your financial status. If you choose instead to fill out the form below, provide complete information about your assets and liabilities. Provide detailed information as though you were applying for a bank loan. You may wish to add a partner or member to your business entity if your own financial standing is inadequate. The time to consider that is before you apply. You will not be given an opportunity to add assets once your application is submitted.

<table>
<thead>
<tr>
<th>BUSINESS NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FLOORING/FINANCIAL ORGANIZATION</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLOORING/FINANCIAL ORGANIZATION ACCOUNT NUMBER</td>
<td>PERSON(S) AUTHORIZED TO DRAFT/SIGN ON THE ACCOUNT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIST BANKS AND ACCOUNT NUMBERS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>AMOUNT</th>
<th>LIABILITIES</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>Notes Payable to Relative/Friends (attach list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Savings</td>
<td>Notes Payable to Bank (attach list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor Plan Credit Line</td>
<td>Accounts and Bills Payable (attach list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash on Hand</td>
<td>Chattel Mortgages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stocks and Bonds (attach list)</td>
<td>Credit Cards Payable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes Receivable (attach list)</td>
<td>Income Tax Payable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable (attach list)</td>
<td>Other Unpaid Taxes and Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Estate owned (attach list of address &amp; value)</td>
<td>Amounts Payable to others (secured)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mortgage &amp; Contracts owned (attach list)</td>
<td>Amounts Payable to others (unsecured)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto: Year Make</td>
<td>Mortgages &amp; Liens on Real Estate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto: Year Make</td>
<td>Court Ordered Payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto: Year Make</td>
<td>Judgements Outstanding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Assets (attach list)</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL ASSETS</th>
<th>TOTAL LIABILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Net Worth (Assets minus Liabilities): $
<table>
<thead>
<tr>
<th>MONTHLY INCOME</th>
<th>AMOUNT</th>
<th>CONTIGENT LIABILITIES</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>As Guarantor, Endorser and/or Co-Signer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary Source</td>
<td>On Discounted Paper, Leases or Contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus and Commissions</td>
<td>On Surety Bonds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dividends</td>
<td>Lawsuit or Other Liabilities (Specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real estate Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Income (list amounts and sources)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Business Interests:

**GENERAL INFORMATION**

1. Are any assets pledged or mortgaged other than shown previously on this statement? □ Yes □ No
   If yes, please explain?

2. Has the undersigned been a defendant in any lawsuits or legal actions regarding financial matters within the last five Years? □ Yes □ No
   If yes, please explain?

3. Has the undersigned ever filed bankruptcy? □ Yes □ No
   If yes, give the name(s) it was filed under, where it was filed and what happened. You must attach copies of the documents and court papers.

4. Are you solvent in the sense your assets exceed your liabilities and in the sense that you can meet your obligations as they become mature? □ Yes □ No

**CERTIFICATION**

I certify that this financial statement represents my true financial status as of this date, and I hereby authorize investigation of my financial records and other sources as necessary for licensing.

DATE                      SIGNATURE
STATE OF OKLAHOMA
USED MOTOR VEHICLE AND PARTS COMMISSION

USED MOTOR VEHICLE DEALER'S SURETY BOND

Bond Number ________________

KNOW ALL BY THESE PRESENTS, that ____________________________

as Principal, whose place(s) of business is/are located at the address(es) set forth above, and

______________________________ as Surety, are held and firmly bound
to the State of Oklahoma and severally to such persons who shall have any right of action under the
conditions of this bond against said Principal in its capacity as a used motor vehicle dealer in the penal sum
of Twenty-five Thousand Dollars ($25,000.00), for the payment of which sum, well and truly to be made,
we hereby jointly and severally bind ourselves, our heirs, administrators, executors, successors and
assigns.

WHEREAS, the above-named Principal is applying for a license as a used motor vehicle dealer,
AND WHEREAS, said Principal is required by law to submit a good and sufficient surety bond,
conditioned as set forth below, with said application for license,

THE CONDITION OF THIS OBLIGATION is such that if the Principal shall conduct its business as a
used motor vehicle dealer without practicing fraud or making fraudulent representations, and without
violating any of the provisions of the Oklahoma Used Motor Vehicle Dealer Laws (47 O.S. § 581 et seq.) or
any amendments thereto, and if the Principal shall indemnify and reimburse any person for any loss or
damage suffered by reason of said fraud, fraudulent representations or otherwise by the issuance of a
certificate of title by the Principal, then this obligation shall be void; otherwise to remain in full force and
effect.

IT IS UNDERSTOOD AND AGREED that the above obligation shall inure to the benefit of any
person, whether a consumer, used motor vehicle dealer or used motor vehicle auction, but shall not extend
to financial institutions or parties extending floor plans or financing for the dealer's inventory.

IT IS FURTHER UNDERSTOOD AND AGREED that the above obligation shall extend, without
notification to the Surety, to any change of officers of the Principal if the Principal is a corporation, to any
additional locations or changes of address of the Principal or to any substitution of business name of the
Principal wherein ownership is not changed.

IT IS FURTHER UNDERSTOOD AND AGREED that the liability of the Surety hereunder shall, in no
event, exceed the amount of this bond and that the Surety shall have the right to cancel the bond upon the
giving of thirty (30) days written notice of cancellation to the Principal and the Used Motor Vehicle and Parts
Commission.

DATED EFFECTIVE this __________ day of ________________________________, ________ .

______________________________
Principal

BY:

______________________________
Surety

BY:

47 O.S. § 583(B) All bonds issued under the provisions of this act shall expire December 31 of each odd
numbered year.
CERTIFICATE OF INSURANCE

I, ____________________________________________, HEREBY CERTIFY THAT

__________________________________________  ____________________________________________
(Name of Insurance Company)  (Address of Insurance Company)

HAS ISSUED A MINIMUM OF $25,000 COMBINED SINGLE LIMIT LIABILITY INSURANCE
COVERAGE ON ALL VEHICLES OFFERED FOR SALE OR USE IN ANY OTHER CAPACITY
IN DEMONSTRATING OR UTILIZING THE STREETS AND ROADWAYS, IN ACCORDANCE
WITH THE FINANCIAL RESPONSIBILITY LAWS OF THIS STATE [Title 47 Section 583(F)] TO
THE FOLLOWING DEALER:

OWNERSHIP ____________________________________________

Dba DEALERSHIP NAME ____________________________________________

LOT ADDRESS ____________________________________________

POLICY NUMBER ____________________________________________

EFFECTIVE DATE ___________  EXPIRATION DATE ___________

AND IF I HAVE NOT PROVIDED AN EXPIRATION DATE I DO CERTIFY THAT COVERAGE
AS ABOVEMENTIONED SHALL BE CONTINUOUS UNTIL NOTIFICATION. FURTHER, THE
AFOREMENTIONED POLICY WILL NOT BE CANCELED UNTIL THIRTY (30) DAYS AFTER
THE USED MOTOR VEHICLE AND PARTS COMMISSION HAS RECEIVED WRITTEN
NOTICE OF THE INTENT TO CANCEL SUCH POLICY.

DATE ____________________  SIGNED ____________________________________________

AGENCY NAME ____________________  AGENCY NUMBER _____

ADDRESS OF AGENCY ____________________________________________  PHONE ________

UD-7