



WYOMING Department of Transportation

"Provide a safe and effective transportation system"

5300 Bishop Boulevard, Cheyenne, Wyoming 82009-3340



Requirements FOR NEW LICENSE APPLICATION: VEHICLE DEALER OR WYOMING BASED MANUFACTURER LICENSE

- 1). New Applicants fill out Steps #1 through #4 and #6 through #8 on the Application for Wyoming Vehicle Dealer and Manufacturer License.
- 2). Wyoming Based Manufacturers fill out steps #1 through #3 and #5 through #8.
- 3). Include the appropriate fee for the type of license you are applying for as defined in Step #6. Make check payable to "Wyoming Department of Transportation" or "WYDOT".
- 4). Be sure to print your name and title, sign and date in Step #7 of the application.
- 5). Check the application over thoroughly before submitting it. The application will be returned for any blank, insufficient or incorrect information provided.
- 6). Include a copy of your Articles of Incorporation or Organization from the Wyoming Secretary of State (307-777- 7311) if you are a Corporation, LLC, or LP, as listed in Step #3.
- 7). Include IRS documentation of your Federal Employer Identification Number (any IRS document indicating the number and legal name of the business) as listed in Step #3.
- 8). Include a copy of your Wyoming Sales/Use Tax License from the Wyoming Department of Revenue (307-777- 5200) as listed in Step #3.
- 9). If you are applying as a Franchise Dealer include copies of the franchise or dealer sales and service agreements for all new vehicles to be sold as listed in Step #4.
- 10). Include color photos of your principal place of business/location, display lot and sign indicating nature of business; displaying that the location complies with place of business requirements.
- 11). Include written approval from the city or county zoning authority indicating that this type of business is acceptable at the established location or principal place of business.
- 12). Include a copy of the lease or rental agreement for property used for the business, if applicable as listed in Step #2.

Background check Requirements: All Owners, Partners, Members or Corporate office must complete.

- 13). Complete a Wyoming Vehicle Dealer/Wyoming Based Manufacturer License Background Check, Supplemental Information Questionnaire for all owners, corporate officers, or members of the partnership listed on Step #3 of application. Include a color photo of all individuals completing the questionnaire.

DUE TO THE AMOUNT OF TIME IT TAKES TO PROCESS THE BACKGROUND CHECK- YOU MAY SUBMIT THE FINGER PRINT CARDS, PROCESSING FEE, BACKGROUND CHECK QUESTIONNAIRE, AND COLOR PHOTO OF THE OWNERS BEFORE SUBMITTING THE APPLICATION. IT MAY TAKE A MINIMUM OF 30 DAYS TO PROCESS THE BACKGROUND CHECK. A LICENSE WILL NOT BE ISSUED UNTILL THE CRIMINAL HISTORY RECORD INFORMATION IS RECEIVED, REVIEWED, AND THE LICENSE APPLICATION IS APPROVED BY THE DEPARTMENT.



- 14). Complete **two** blue fingerprint cards. Include a \$39 fee, in certified funds (cashier's check or money order), made payable to Attorney General – DCI.
- 15). Once the vehicle dealer license application has been approved, you will be notified to get the bond

DO NOT HAVE THE BOND EXECUTED UNTIL YOU HAVE BEEN NOTIFIED BY THIS DEPARTMENT THAT YOUR APPLICATION HAS BEEN APPROVED!

****The legal name of your bond needs to match exactly to the name registered with the Wyoming Secretary of State's office. Bond will be rejected if there are errors.

The Wyoming Attorney General's office will reject your bond if the signature's are not notarized or if the name of the person whose signature is being notarized is not printed above the notary date. MUST use the enclosed bond form. (Standard letter size paper).

To check the exact spelling, punctuation and capitalization of your business name, go to the WY Secretary of State's website. <https://wyobiz.wyo.gov/Business/FilingSearch.aspx>

executed in the sum of twenty five thousand dollars (\$25,000.00) with a corporate surety duly licensed to do business within Wyoming on the bond form provided in the application packet or on the WYDOT website.

****All vehicle dealers and Wyoming based manufacturers will be provided with copies of the statutes and rules and regulations to be sent with the new license or upon request to the Department. The applicant is responsible for reading and understanding the laws and rules and regulations that apply to their dealership or manufacturing business.

Additional Information

Obtaining dealer or manufacturer plates and cost for plates.

- Present a valid Dealer/Manufacturer license to the County Treasurer in order to purchase demo, full use or manufacturer license plates.
- Dealers selling less than twelve (12) vehicles per year are allowed only one (1) demo plate and no full use plates.
- License Plate Fees: Demo and Manufacturer Plates are twenty five dollars (\$25.00) each, Full Use Plates are one hundred twenty five dollars (\$125.00) each.

Temporary Permits must be issued by dealers for all retail vehicle sales on special paper and secure seals via the Secure Online Temporary Tag System. Each temporary permit costs \$4.50; purchased in a bundle of 25 count. Both must be purchased from Opsec Security, Inc.

Additional forms needed to carry out dealer business transactions, where to obtain and cost of forms.

- Forms may be purchased from the Cheyenne dealer licensing office or at some ports of entry around the state.
- The dealer must present a valid Dealer/Manufacturer license to purchase these forms.
- These forms are numbered and issued to each dealership location.
- The forms cannot be exchanged with other dealerships.
- Dealer reassignment forms (for transferring titles) are sold in packages of twenty five (25) for five dollars (\$5.00). These forms are printed on secure paper and cannot be copied.
- Secure Power of Attorney forms are sold in packages of one hundred (100) for twenty dollars (\$20.00). These forms are printed on secure paper and cannot be copied.

**Additional information may be obtained from the Department by calling Dealer Licensing at (307)-777-4717 or (307)-777-4842, or Dealer Compliance at (307)-777-3815.