



MANUFACTURERS AND DISTRIBUTORS INITIAL/CHANGE APPLICATION

INSTRUCTIONS AND REQUIREMENTS

Before completing any part of this application, make sure this is the **most recent** version by comparing it with the one posted on the Board's website.

This application and all required documents must be submitted to the **Vehicle Board at PO Box 2649; Harrisburg PA 17105-2649**. All manufacturer and distributor licenses expire May 31st of the odd numbered year. DELAYS may occur in the processing of this application if submitted during the beginning of the license renewal period (March 1 of odd numbered year and July 1 of the same year). Upon receipt of a correctly completed application and all required documents, your application will be processed as soon as possible.

An individual who holds a vehicle manufacturer license as a partnership, corporation or any other form of business entity other than a sole proprietorship must also hold a valid, current vehicle representative license in order to sell, service or distribute the product. An individual who holds a vehicle manufacturer license as a sole proprietor is not required to also hold a vehicle representative license to engage in sales, service or distribution of the product.

Be sure to keep a copy of your completed application packet for your information.

INSTRUCTIONS

- Application responses must be typed or printed neatly in black or blue ink.
- **ALL questions in ALL sections MUST be answered completely and truthfully.** Statements are made under oath and are subject to Board investigation. Falsification of answers or failure to answer any question may constitute grounds for refusing or taking disciplinary action against a license.
- **Attach** the following documents to this application:

1. **A check or money order (cash is not acceptable)** for the amount below made payable to the Commonwealth of Pennsylvania

\$30.00 Initial Licensure fee for Manufacturer (includes Second or Final Stage Manufacturing)
\$30.00 Initial Licensure fee for Manufacturer Branch (includes Second or Final Stage Manufacturing)
\$30.00 Initial Licensure fee for Wholesale Distributor (includes Second or Final Stage Manufacturing)
\$30.00 Change of Business Formation
\$30.00 Address Change plus \$5.00 for each **VR** license
\$30.00 Name Change plus \$5.00 for each **VR** license

❖ **REACTIVATION OF AN EXPIRED LICENSE = \$250.00**

The application fee is **NON-REFUNDABLE** and **NON-TRANSFERABLE** regardless of the issuance of a license. A \$20.00 processing fee will be charged for any unpaid returned check regardless of the reason

2. Completed Vehicle Representative License Application and submit with the appropriate fees and documents for any individual wishing to sell, distribute and/or service the product.
3. Sample copy of the Delivery and Preparation Obligations Statement provided to your authorized dealers in accordance with Act 75 of 2000, Section 9.
4. Attach a sample copy of the franchise agreement to be used for new vehicle dealers.
5. A work history (resume) for each new owner, partner, officer or member to establish the reputation in business of the applicant for the past five (5) years.
6. A notarized statement from the officer, member or partner being **deleted** verifying the individual will no longer be involved with the manufacturer and the date of disassociation.
7. A **COMPLETED** State Police Background Check (Request for Criminal History Check) for each owner, partner, officer or member regardless if they have a conviction or not, **FROM EACH STATE IN WHICH EACH INDIVIDUAL HAS RESIDED IN THE FIVE YEARS IMMEDIATELY PRECEDING THE DATE OF THE APPLICATION**. If you answer **YES** to question 14e on the application, then you must submit a completed State Police Background Check from the state in which the conviction occurred regardless of whether you have ever resided in that state. Background checks that reflect "Request under Review" will not be accepted.
 - Criminal record checks for **Pennsylvania residents** may be obtained on-line at <https://epatch.state.pa.us> or by mail by contacting the **Pennsylvania State Police**.

- **Out-of-state** residents should consult the Board's web page for information about obtaining an out-of-state background check at: www.dos.pa.gov/vehicle click on General Board Information then click on Criminal Record Check.
- Criminal record checks must be received within 90 days of the application date and must include the social security number and birth date of the individual. Those older than 90 days will be returned for new submissions. In the interim, the application will not be processed.
- Any questions about your background check should be directed to the State Police.
- If any owner, officer, member or partner has been convicted* of a *felony* or *misdemeanor* offense (summary offenses are not included), submit the following information for EACH conviction, **regardless** of the time elapsed since the conviction:
 - Copies of the criminal complaint and affidavit of probable cause, criminal information or indictment, sentencing order, and transcript of a guilty plea colloquy, if any, certified by the court in the county where the conviction occurred;**
 - If the court documents do not categorize the offense as a felony or misdemeanor, a letter from the Court explaining the grading of the offense;
 - A letter from the Probation Office, on agency letterhead, **signed and dated within 90 days** of receipt in the Board office, providing the current probationary status and/or completion date (if applicable)**;
 - Employment history or resume;
 - A detailed description (in applicant's own words) of the circumstances surrounding the conviction, the basis for the conviction, and the disposition of the conviction;
 - A letter from a previous employer and/or business associate, on company letterhead, attesting to his/her knowledge of the conviction, **signed and dated within 90 days** of receipt in the Board's office;
 - Two letters of reference from individuals not related to or residing with the applicant attesting to the applicant's character, **signed and dated within 90 days** of receipt in the Board office.

***For purposes of these instructions**, a conviction includes a finding or verdict of guilt, a plea of guilty or *nolo contendere*, or a disposition of probation without verdict, disposition in lieu of trial, or Accelerated Rehabilitation Disposition. The Board will not deny a license based upon a disposition of PWV, disposition in lieu of trial or ARD, but will monitor the applicant's compliance to confirm that the disposition is not changed to a conviction after the license has been issued.

****If the required documents are not available**, please provide an original letter on business letterhead, **signed and dated within 90 days** of receipt in the Board's office, from the proper authority confirming documents are not available.

8. **FORMATION DOCUMENTATION.** Attach the applicable documentation from the Pennsylvania Corporation Bureau:

- **Corporations**
 - a. For **Pennsylvania** corporations--a **photocopy of the approved articles of incorporation.**
 - b. For **out of state** corporations--a **photocopy of the certificate of authority to do business as a foreign corporation.**
 - c. If the corporation is doing business under a **fictitious name**, also include a **photocopy of the approved fictitious name registration.** *The corporation's name must specifically appear on the fictitious name registration.*
- **Limited Liability Companies and Partnerships**
 - a. For **Pennsylvania** companies and partnerships--a **photocopy of the approved certificate of registration.**
 - b. For **out of state** companies and partnerships --a **photocopy of the certificate of authority to do business as a foreign limited liability company or partnership.**
 - c. If the Limited Liability Company or Partnership is doing business under a **fictitious name**, also include a **photocopy of the approved fictitious name registration.** *The Limited Liability Company or Partnership's name must specifically appear on the fictitious name registration.*
- **Sole Proprietorship**
 - a. If the sole proprietorship is doing business under a **fictitious name**, also include a **photocopy of the approved fictitious name registration.** *The applicant's personal name must specifically appear on the fictitious name registration.*

Questions about entity filings should be directed to the Corporation Bureau, Department of State, Harrisburg, PA 17120, (717) 787-1057.

9. **REACTIVATION.** If you are reactivating an inactive or expired license, please be certain you complete question 15.

ISSUANCE OF LICENSES. Once processed, the entity's license will be mailed to the business address listed on the application. Note that a license is necessary in order for anyone to conduct vehicle sales on behalf of the entity.

PLEASE NOTE:

- **STREET ADDRESSES.** Licenses will only be issued to street addresses. A post office box number may be included in addition to the street address, as long as the both share the same zip code.
- **SUBSEQUENT DISCIPLINARY ACTION OR CRIMINAL CONVICTION.** If disciplinary action is taken against the license of the entity or any officer, member, partner or owner at any time following the date of the criminal background checks, these actions must be reported to the Board within 30 days of the action. Refusal of licensure or disciplinary action may result from these actions or the failure to make a timely report.
- To check the status of your application or apply online visit www.mylicense.state.pa.us
- If a pending application is older than one year from the date submitted online or the paper application is signed by the applicant and the applicant wishes to continue the application process, the Board shall require the applicant to submit a new application including the required fee.
- In order to complete the application process, many of the supporting documents associated with the application cannot be more than 6 months old (from the date of issuance). All background check documents cannot be older than 90 days old (from the date of issuance).
- The Board will retain a copy of all old application records and attachments. Applicants will be notified of the above timeframes for pending applications.

Detach and maintain the following information:

IMPORTANT PENNDOT CONTACT INFORMATION

If you have any questions regarding the following, please use the telephone numbers given below:

Plates / Tags: 1-800-932-4600

IF this is for dealer plates/dealer renewals: 717-787-7207 or 717-787-7318

Titles: 1-800-932-4600

Vehicle Registration: 1-800-932-4600

Inspection Stations: **717-787-2895** or refer to the website <http://www.dmv.pa.gov>

Dealer Approvals: **717-787-7207** or **717-787-4291**

Salvage: 1-800-932-4600

The PENNDOT Dealer Section does not process regular plates/tags, title work, or vehicle registrations. Salvage Certificates are also not processed in this area, unless going through the abandoned vehicle process. If you are inquiring about becoming a **salvage dealer** or **salvage dealer plates**, please contact either **717-787-7207** or **717-787-4291**

10. Type of vehicle manufactured or distributed (*check all that apply*):

- | | |
|---|---|
| <input type="checkbox"/> cars | <input type="checkbox"/> scooters |
| <input type="checkbox"/> trucks | <input type="checkbox"/> motorcycles |
| <input type="checkbox"/> motor homes | <input type="checkbox"/> trailers (gross weight over 3,000 lbs.) |
| <input type="checkbox"/> recreational vehicles | <input type="checkbox"/> manufactured housing |
| <input type="checkbox"/> all-terrain vehicles (ATV) | <input type="checkbox"/> mobility vehicle |
| <input type="checkbox"/> electric cars | <input type="checkbox"/> special purpose vehicles (ambulances, hearses, etc.) |

11. List make(s) of new vehicles to be manufactured or distributed: _____

12. How long has this business been in operation? _____

13. Application fee is for (*check one*):

- | | |
|---|---|
| <input type="checkbox"/> Vehicle Manufacturer (First time applicants) | \$30.00 (includes Second or Final Stage Manufacturing) |
| <input type="checkbox"/> Manufacturer Branch (List VM _____ of main location) | \$30.00 (includes Second or Final Stage Manufacturing) |
| <input type="checkbox"/> Wholesale Distributor (First time applicants) | \$30.00 (includes Second or Final Stage Manufacturing) |
| <input type="checkbox"/> Change of Business Formation License # _____ | \$30.00 for VM or WD license |
| <input type="checkbox"/> Address Change (Return all current licenses) License # _____ | \$30.00 for VM or WD license \$5.00 for each VR license |
| <input type="checkbox"/> Name Change (Return all current licenses) License # _____ | \$30.00 for VM and WD license \$5.00 for each VR license |
| <input type="checkbox"/> Reinstatement of (List license number): _____ | \$250.00 |

NOTE: The application fee is **NON-REFUNDABLE** and **NON-TRANSFERABLE** regardless of the issuance of a license. A \$20.00 processing fee will be charged for any unpaid returned check regardless of the reason for non-payment.

14. a. Does any officer, partner, member and/or owner hold, or have they ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction?
 YES NO If YES, please provide the profession and state or jurisdiction. _____
- b. Has any officer, partner, member and/or owner had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to them in any state or jurisdiction or have they agreed to voluntary surrender in lieu of discipline?
 YES NO
- c. Does any officer, partner, member and/or owner currently have any disciplinary charges pending against their professional or occupational license, certificate, permit or registration in any state or jurisdiction?
 YES NO
- d. Has any officer, partner, member and/or owner withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction?
 YES NO
- e. Has any officer, partner, member and/or owner been convicted (found guilty, pled guilty or pled nolo contendere), received probation without verdict or accelerated rehabilitative disposition (ARD), as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court. If **YES**, please refer to the above instructions concerning the submission of a completed State Police Criminal Background Check.
 YES NO

Disclosing your Social Security Number on this application is mandatory in order for the State Boards to comply with the requirements of the Federal Social Security Act pertaining to Child Support Enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa.C.S. § 4304.1(a). At the request of the Department of Human Services (DHS), the licensing boards must provide to DHS information prescribed by DHS about the licensee, including the social security number.

I authorize the following organization and its employees to act as my agent to file this application on my behalf, and to receive correspondence and communications from the Board. I understand that the Board will also send copies of communications directly to me.

Name of Organization

Address of Organization

Contact Person at Organization

Telephone Number

Fax Number

Signature of Applicant

Print Name

Telephone Number

Fax Number

I accept authorization of the applicant to act as agent for the submission of this application and to receive correspondence and communication from the Board. I understand that the Board will also send copies of communications directly to the applicant.

Signature of Contact Person

Print Name

Telephone Number

Fax Number

THE FACILITY MAY NOT CONDUCT BUSINESS UNTIL LICENSED BY THE BOARD