

# FREQUENTLY ASKED QUESTIONS

## MOTOR VEHICLE DEALER (MVD) MOTOR VEHICLE BRANCH LOCATION (MVB)

### LICENSE NOT RENEWED BY JUNE 30, EVEN-NUMBERED YEAR

1. I did not renew my MVD on time. Can I renew it late and pay a late fee?

No, MVD and MVB licenses are not eligible to renew late or pay a late fee. MVD and MVB licensees that do not renew by June 30, even-numbered year, regardless of when the license was first issued are **required** by Hawaii law to apply as a new applicant<sup>1</sup>.

Visit our website to view and download the application form and instructions.  
<http://hawaii.gov/dcca/pvl/boards/motorvehicle/>

2. I am still at the same lot/premise. Nothing has changed with my lot/premise. Do I have to resubmit the self-inspection report, photos, plot plan, and lease?

### **SELF-INSPECTION REPORT, PHOTOS, AND PLOT PLAN**

No, if you are still at the same lot/premise that the Board previously approved, then you do not have to resubmit the self-inspection report or the photos or the plot plan again. Instead, you may submit a signed certification statement that your lot/premise is unchanged. Use the following sample certification language and submit it on the MVD's letterhead along with the application:

### **SAMPLE CERTIFICATION FOR LOT/PREMISE THAT HAS NOT CHANGED**

“I, [name of the principal dealer or officer of company who is making this certification], [position with MVD], do hereby certify that [MVD's name] is still located at [street number and name, city, state, zip code] and there have been NO

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<sup>1</sup> **§437-23 Term of license.** (a) Expiration. All licenses issued pursuant to this chapter shall expire on June 30 of each even-numbered year unless sooner terminated, suspended, or revoked. All applications for renewal of license shall be filed on or before June 30 of each even-numbered year together with the applicable fees.

(b) Reapplication. If a licensee fails to renew the licensee's license on or before June 30 of each even-numbered year and desires to continue in the business or activity for which the license was issued, the licensee shall file a new application for a license and shall pay in addition to the license and filing fee a penalty of twenty-five per cent of the original license fee; provided that the board may for good cause waive the collection of all or a part of the penalty; and provided that nothing contained in this section shall limit the power of the board to deny any application on the grounds provided in this chapter.

changes to the facilities, including the boundaries of the premises, the showroom or display area (minimum 3 display stalls), office, and sanitation facilities since the premise was approved by the Board.”

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Print name

Signature

Date

If you do not want to submit the certification, go ahead and submit the self-inspection report, photos, and plot plan.

### **RENTAL OR LEASE AGREEMENT**

You are required to submit proof that the MVD has at least a one-year lease to conduct MVD activity from the lot/premise. Submit **ONE** of the below:

- Copy of the executed rental or lease agreement (“Agreement”) showing proof that the MVD has at least a one year lease for the lot/premise (based on the date of our receipt of the application); OR
- An original letter signed by the MVD and landlord stating that the lease that was submitted for the premise (when you originally applied for the license) is still in effect. The letter shall contain the date that the lease expires. The letter must reference the Agreement that you previously submitted.

### **LINE OF CREDIT OR BOND** – does not apply to MVB applicants

3. My inventory/flooring line of credit is still in effect. Why can’t you just pull it from my record?

The MVD license expired when it was not renewed. Hawaii law requires the MVD to apply as a new applicant. Therefore, the information shall be submitted as though the MVD was never licensed before. Follow the instructions on the application form.

4. My bond is still in effect. Why do I need to resubmit the bond papers? You can call my insurance agent and he will confirm that I have a bond.

The MVD license expired when it was not renewed. Hawaii law requires the MVD to apply as a new applicant. Therefore, the information shall be submitted as though the MVD was never licensed before. Follow the instructions on the application form.

**FINANCIAL STATEMENT** – does not apply to MVB applicants

5. My financial standing has not changed since I became licensed; besides, I submitted the financial statement when I first got licensed. Why do you need it again?

The MVD license expired when it was not renewed. Hawaii law requires the MVD to apply as a new applicant. Therefore, the information shall be submitted as though the MVD was never licensed before. Follow the instructions on the application form.

**FRANCHISE AGREEMENTS** – applies to franchise MVD's only

- Submit a letter, signed by the principal dealer or officer of the company that lists all of the vehicle brands that the MVD plans to sell. You do not need to resubmit the Dealer Sales and Service agreements (DSS).
- HINT: make sure that your list matches all of the DSS that were previously filed with the Board.

**ENTITY REGISTRATION AND TRADENAMES** – does not apply to MVB

6. My corporation or LLC or partnership is current with DCCA/BREG. My tradename (dba) is current with DCCA/BREG. Nothing has changed, so why do I have to submit the proof?

The MVD license expired when it was not renewed. Hawaii law requires the MVD to apply as a new applicant. Therefore, the information shall be submitted as though the MVD was never licensed before. Follow the instructions on the application form and submit the required documents.

7. How long does it take to process an application?

Please allow 15 to 20 business days to process an application, provided that you have submitted a **completed** application. "To process an application" means that the application has to be reviewed for completeness ensuring that all fields are completed and all requirements (i.e. fees, experience, employment, board approve, if applicable) are met, then a license can be issued.

8. What do you mean by a completed application?

An application is considered to be complete when ALL the requested information and required fees are provided.

9. What is the status of my application?

To check on the status of your application, we invite you to call the Licensing Branch at (808) 586-3000 between 7:45 a.m. and 4:30 p.m., Hawaii Standard Time.