

MOTOR VEHICLE DEALER/AUCTION APPLICANT REQUIREMENT CHECKLIST
(in conjunction with information provided on application form)

This checklist is for your use to help you ensure that you submit all the required information along with your application form. Missing, incomplete, or inaccurate application will delay the processing of your application. For further details, please read the "Requirements for License" sheet carefully. Additional documents may be found on the Board's website at: http://cca.hawaii.gov/pvl/boards/motorvehicle/application_publications/

Fees - Review Table A and attach the appropriate fees. **Please select one**

Note: New motor vehicle dealers are authorized to sell both new and used motor vehicles.

TABLE A	Honolulu	Neighbor Island
New Vehicles	\$1172 / \$611	\$684 / \$367
Used Vehicles / Motorcycles / Scooters over 49cc	\$588 / \$319	\$393 / \$221
Auction (All Counties)	\$978 / \$514	\$978 / \$514

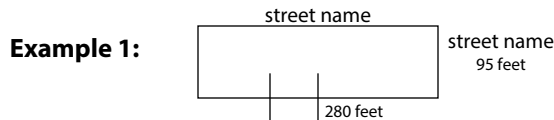
Self-inspection report - Submit a written description AND a sketch of the proposed premise ("site plan")

Written description includes the following:

- All abutting street names
- Where the office is located
- Where the restrooms are located
- Where the showroom is located (*if no showroom, describe where the 3 minimum display stalls are located*)

Sketch ("site plan") illustrates the following:

- All buildings
- Where the office is located
- Boundaries and measurements of premise - ingress, egress, street names, and building(s). See **Example 1**.
- Where the restrooms are located
- Where the showroom is located (*if no showroom, describe where the 3 minimum display stalls are located*)



Photographs - Submit each photo on separate sheets of paper (8.5" x 11" only). Clearly label each photo

- The office (inside and out)
- The restrooms (inside and out)
- The showroom (*if no showroom, the display area consisting of the 3 minimum display stalls*)
 - Measurement of 3 display stalls having an average wheel base of 90 inches
- If trailer or portable-type office, attach photographs of the following:
 - Wheels are removed and trailer is on blocks
- If sharing space with another business, attach photographs of the following:
 - 3 display stalls are marked with the same name listed on the application (stencil okay)
 - The secured office where confidential files will be securely kept; office is not shared with other businesses

Rental or Lease Agreement - Submit full copy of executed lease or rental agreement for the premises

- Minimum term of 1 year from date the application is submitted
- Attach terms of agreement (cannot be a letter)
- Agreement signed by both parties

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Rental or Lease Agreement (cont'd)

- Agreement discloses use of premise as automobile sales, vehicle sales, etc.
- Name and Address is the same as indicated on the application form
- If applicant owns the property, attach proof of ownership

- DEALERS ONLY - Inventory / Flooring Line of Credit** - Please review **Table B** and **select one**. Line of credit must be obtained from a federally insured financial institution or from a financing source having a net worth of at least \$50 million. Dealer applicants must ensure the line of credit is either inventory or flooring. When a line of credit cannot reasonably be obtained, the Board may accept a surety bond.

TABLE B	
Inventory or Flooring Line of Credit	Surety Bond
\$50,000 - Motorcycles / Scooters	\$10,000 - Motorcycles / Scooters > 49cc
\$50,000 - Used Vehicles	\$25,000 - Used Vehicles, less than 60 units per month
\$500,000 - New Vehicles or the amount required in applicant's Dealer Sales & Service Agreement; whichever is less	\$50,000 - New Vehicles, less than 10 units per month
	\$100,000 - Used Vehicles, over 60 units per month
	\$200,000 - New Vehicles, over 10 units per month

- AUCTIONS ONLY - Secured Line of Credit** - Please review **Table C** and **select one**. Line of credit must be obtained from a federally insured financial institution or from a financing source having a net worth of at least \$50 million. Ensure the line of credit is secured. When a line of credit cannot be reasonably obtained, the Board may accept a surety bond.

TABLE C	
Secured Line of Credit	Surety Bond
\$100,000 - Auctions	\$200,000 - Auctions

- Additional Documents - Line of Credit / Bond** - Submit additional documents confirming the line of credit or bond

- If obtaining a line of credit, submit the following:
 - Line of credit letter from financial institution or financing source
 - Dealer applicants only - Letter states line of credit is either inventory or flooring
 - Auction applicants only - Letter states line of credit is secured
 - UCC-1 / Security Agreement filed at the Bureau of Conveyances, Hawaii Dept. of Land & Natural Resources
 - If the line of credit is for more than one entity, the financial institution must specify that EACH entity carries the minimum amount (e.g., \$500,000 for each New Vehicle Dealer, \$50,000 Used Vehicle Dealer)
- If obtaining a surety bond, verify the surety is authorized to conduct business in Hawaii and submit the following:
 - Original, notarized, and completed bond form. See "Bond Form" on the Board's website

- AUCTIONS ONLY - Customer Trust Account** - Submit a written statement from a federally insured financial institution verifying the applicant has a customer trust account for the auction with that institution

- Financial Statement** - Submit a current financial statement. See "Motor Vehicle Dealer's Financial Statement" on the Board's website

- Financial statement is current (not more than 1 year old)
- Prepared and signed by a public or certified accountant holding current permit to practice; submit hard copy

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Financial Statement (cont'd)

- Name on financial statement matches name on application
- If application is a partnership, attach financial statement of partnership and of each general partner
- if applicant is sole proprietor, attach personal financial statement of individual

Entity Registration (Corporation/Partnership/LLC/LLP) - If the applicant is a corporation, partnership, LLC, or LLP, please submit proof to show that the entity is properly registered with the Business Registration Division (BREG), Department of Commerce and Consumer Affairs, State of Hawaii. Please review **Table D** and **submit one** of the following documents:

TABLE D	
Entity registered in Hawaii for less than 1 year	Entity registered in Hawaii for more than 1 year
<input type="checkbox"/> "File-stamped" copy of document filed with BREG or	<input type="checkbox"/> Current Certificate of Good Standing
<input type="checkbox"/> Current Certificate of Good Standing or ;	
<input type="checkbox"/> Certification of Qualification* from BREG	<i>*Certification of Qualification must be issued not more than 1 year ago</i>

- Trade name** - If the applicant will be using a trade name, submit a current "file-stamped" copy of the "Application for Registration of Trade Name" approved by BREG

- Salesperson(s) (EXCLUDES Sole Proprietors & Partnerships)** - Dealer must submit at least one (1) Salesperson application. A salesperson may only be employed by one (1) Dealer at a time. Please **submit documents** accordingly:
 - Salesperson has a current Hawaii CS license - Attach "Certificate of License Transfer" form(s) & fees. See Board's website
 - Salesperson does NOT have a current Hawaii CS license - Attach completed Salesperson application(s) & fees

Note: Dealers intending to employ one (1) sole salesperson - If the salesperson indicated on their "Employment Record" that they will not be leaving their current employment, please **submit a letter explaining how the premise will be manned and operated.*

- NEW VEHICLE DEALERS ONLY - Additional Requirements**
 - Submit a copy of EACH executed Dealer Sales & Service Agreement from the Manufacturer or Distributor attesting that the applicant is authorized to sell or distribute such new motor vehicles in the State or respective county
 - Manufacturer or Distributor shall be licensed in Hawaii. To verify, visit: <https://pvl.ehawaii.gov/pvlsearch>
 - Applicant has repair facilities licensed by the Motor Vehicle Repair Board as a motor vehicle repair dealer (*if no repair facilities, submit a signed certification letter from the licensed repair dealer that is authorized to perform warranty repairs on the new vehicles*)
 - Repair dealer shall be licensed in Hawaii. To verify, visit: <https://pvl.ehawaii.gov/pvlsearch>

REQUIREMENTS FOR LICENSE - MOTOR VEHICLE DEALER or AUCTION

Access this form via website at: cca.hawaii.gov/pvl

APPLICATION & SUPPORTING DOCUMENTS

APPLICATION Complete the on-line fillable application form OR type or print *legibly* in dark ink. If applicant is a partnership, all partners must sign. Applicants are subject to requirements in effect at time of filing.

- **Failure to provide all the requested information will delay the processing of your application.**

SELF-INSPECTION REPORT **ATTACH** a self-inspection report that includes a written description of the premises, **INCLUDING** a sketch of the premises showing measurements of all facilities, including the boundaries of the proposed premises, the location of the office, sanitation facilities and display stalls, if there is no showroom. The sketch must be properly labeled. Do not submit construction plans or architectural documents.

PHOTOGRAPHS **ATTACH** photographs of proposed premises including showroom, and where there is no showroom, the building's display area (minimum of 3 display stalls where you can display, at any one time, at least three motor vehicles having an average wheel base of 90 inches), your office (inside and out), sanitation facilities, the hallway(s) and walkway(s) between them, and the driveway from the street (ingress and egress).

If you intend to share the premises with any other businesses, you must comply with the licensing requirements as though the premises are not shared. Your display stalls and office areas must be clearly marked with the applicant's name so that the public is not confused about the motor vehicle dealer with whom they are transacting business. Sharing of office space is strictly prohibited.

Submit a photograph to show the frontal view which includes the driveway and the building. If applicable, take the photograph from across the street OR submit photographs of reference points to capture the complete picture.

Photographs must be clearly labeled on separate sheets of paper size 8 1/2" x 11". All photographs must be clear. Blurry, dark and pictures that cannot be deciphered will not be accepted.

RENTAL or LEASE AGREEMENT **ATTACH** copy of the executed lease or rental agreement for the premises. The lease or rental agreement shall be for a **minimum term of one (1) year** from the date application is submitted, contains the terms of the agreement, and signed by both parties. The name AND address on the lease or rental agreement **MUST** be the same name AND address on the application form. If your lease is a sublease or an assignment of lease under a master lease, the applicant shall attest that the sublease/assignment is authorized by the lessor.

LINE OF CREDIT (DEALER ONLY) **ATTACH INVENTORY OR FLOORING** line of credit letter from a federally insured financial institution or from a financing source having a net worth of at least \$50 million and a copy of the financing statement (UCC-1) **or** security agreement filed at the Bureau of Conveyances, State of Hawaii, Department of Land and Natural Resources, securing the line of credit along with your letter of credit. Your financing institution may be able to assist you with the UCC-1.

New Vehicle Dealer	\$500,000
or amount required in applicant's Dealer Sales and Service Agreement, whichever is less.	
Used Vehicle Dealer	\$ 50,000
Motorcycle-Scooter Dealer	\$ 50,000

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**LINE OF CREDIT
(AUCTION ONLY)**

ATTACH SECURED line of credit letter from a federally insured financial institution or from a financing source having a net worth of at least \$50 million and a copy of the financing statement (UCC-1) **or** security agreement filed at the Bureau of Conveyances, State of Hawaii, Department of Land and Natural Resources, securing the line of credit along with your letter of credit. Your financing institution may be able to assist you with the UCC-1.

Auction \$100,000

**BOND
(DEALER ONLY)**

When an inventory or flooring line of credit cannot reasonably be obtained, the Board may accept a surety bond for one of the following amounts:

- (1) \$200,000 for new vehicle dealers selling ten or more new motor vehicle units a month on an annual basis;
- (2) \$50,000 for new vehicle dealers selling less than ten new motor vehicle units per month on an annual basis;
- (3) \$100,000 for used motor vehicle dealers selling sixty or more motor vehicle units per month on an annual basis;
- (4) \$25,000 for used motor vehicle dealers selling less than sixty units a month on an annual basis; and
- (5) \$10,000 for motorcycle and motor scooter dealers.

ATTACH original bond. Locate "Bond Form" at:

cca.hawaii.gov/pvl/boards/motorvehicle/application-publications.

See "Instruction for Filing" on bond form. The surety must be authorized to conduct business in this State. Bond form must be notarized by both the applicant and surety issuing the bond.

**BOND
(AUCTION ONLY)**

When a secured line of credit cannot reasonably be obtained, the Board may accept a surety bond in the same amount and under the same terms and conditions as required for a new vehicle dealer.

**FINANCIAL
STATEMENT**

ATTACH a current hard copy financial statement (not more than a year old) prepared and signed by a public or certified public accountant holding a current permit to practice. If applicant is an individual (sole proprietor), attach personal financial statement(s). If applicant is a partnership, attach financial statement of partnership and of each general partner.

FEES

ATTACH the appropriate fee. Make check payable to: COMMERCE AND CONSUMER AFFAIRS. (check must be in U.S. dollars and be from a U.S. financial institution.)

If applying between July 1, even-numbered years and June 30, odd-numbered years, pay:

New Vehicle Dealer - Honolulu	\$1172
<i>(Application - \$50*, License fee - \$487, CRF - \$148, 1/2 Renewal - \$487)</i>	
Used Vehicle Dealer & Motorcycle-Scooter - Honolulu	\$588
<i>(Application - \$50*, License fee - \$195, CRF - \$148, 1/2 Renewal - \$195)</i>	
New Vehicle Dealer - Islands	\$684
<i>(Application - \$50*, License fee - \$243, CRF - \$148, 1/2 Renewal - \$243)</i>	
Used Vehicle Dealer & Motorcycle-Scooter - Islands	\$393
<i>(Application - \$50*, License fee - \$97, CRF - \$148, 1/2 Renewal - \$98)</i>	
Auction - All Counties	\$978
<i>(Application - \$50*, License fee - \$390, CRF - \$148, 1/2 Renewal - \$390)</i>	

**FEES
(cont'd)**

If applying between July 1, odd-numbered years and June 30, even-numbered years, pay:

New Vehicle Dealer - Honolulu	\$611
<i>(Application - \$50*, License fee - \$487, CRF - \$74)</i>	
Used Vehicle Dealer & Motorcycle-Scooter - Honolulu	\$319
<i>(Application - \$50*, License fee - \$195, CRF - \$74)</i>	
New Vehicle Dealer - Islands	\$367
<i>(Application - \$50*, License fee - \$243, CRF - \$74)</i>	
Used Vehicle Dealer & Motorcycle-Scooter - Islands	\$221
<i>(Application - \$50*, License fee - \$97, CRF - \$74)</i>	
Auction - All Counties	\$514
<i>(Application - \$50*, License fee - \$390, CRF - \$74)</i>	

*Application fees are non-refundable.

*NOTE: One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the payment you sent us for your required fees is honored by your bank. If your payment is dishonored, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$25.00 service charge shall be assessed for payments that are dishonored for any reason.*

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

**FRANCHISES
(NEW DEALER
ONLY)**

ATTACH a copy of the Dealer's Sales and Service Agreement (DSS) between the manufacturer or distributor the applicant represents. DSS shall disclose that the applicant is authorized to sell new motor vehicles in this State or respective county.

**ENTITY
REGISTRATION**

If the application is for a corporation, partnership, LLC or LLP, we will require the following proof to show that the entity is properly registered with the Business Registration Division (BREG), Department of Commerce and Consumer Affairs, State of Hawaii, P.O. Box 40, Honolulu, HI 96810. Contact them at (808) 586-2727 or visit their website at: ca.hawaii.gov/breg to order Certificates of Good Standing, forms, etc.

If the entity has been registered in this state for LESS THAN ONE (1) YEAR, **ATTACH** a "filed-stamped" copy of the document filed with BREG; or "Certificate of Qualification" issued not more than 1 year ago.

If the entity has been registered in this state for MORE THAN ONE (1) YEAR, **ATTACH** a current "Certificate of Good Standing".

TRADENAME

If applicant will be using a trade name, **attach** a **current** "filed-stamp" copy of the "**Application for Registration of Trade Name**" approved by the Business Registration Division. You may contact them at (808) 586-2727.

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CUSTOMER TRUST ACCOUNT (AUCTION ONLY)

Submit written statement from a federally insured financial institution verifying that the applicant has a customer trust account for the auction with that institution.

ZONING COMPLIANCE

To verify whether your proposed premise complies with the respective county ordinance(s), contact the county where your premise is located:

City and County of Honolulu
Department of Planning & Permitting
650 So. King Street
Honolulu, HI 96813
Phone: (808) 768-8252

County of Kauai
Planning Department
444 Rice St., Suite 473
Lihue, HI 96766
Phone: (808) 241-6677

County of Maui
Planning Department
Kalana Pakui Bldg.
250 S. High St., Suite 200
Wailuku, HI 96793
Phone: (808) 270-7253

County of Hawaii
Planning Department
East HI: Aupuni Center
1010 Pauahi St., Suite 3
Hilo, HI 96720
Phone: (808) 961-8288

West HI: Hanama Place
75-5706 Kuakini Hwy., Suite 109
Kailua-Kona, HI 96740
Phone: (808) 327-3510

REPAIR FACILITIES (NEW DEALER ONLY)

Repair dealers are required to be licensed by the Motor Vehicle REPAIR Industry Board as a motor vehicle repair dealer in compliance with Chapter 437B, Hawaii Revised Statutes.

If the applicant has no repair facilities, **ATTACH** a signed certification letter from the licensed repair dealer that is authorized to perform warranty repairs on the new vehicles.

EMPLOYED SALESPERSON REQUIRED

On the application, list the name(s) and license number(s) of **all** motor vehicle salespersons who will be employed by this applicant.

Salesperson licensed in Hawaii: Submit completed "Certificate of License Transfer" form and fees.

Salesperson not licensed in Hawaii: Submit completed Motor Vehicle Salesperson application and fees.

- (1) If the applicant will have one sole salesperson that indicated on his/her salesperson application that he/she is not leaving previous employment, **ATTACH** a letter explaining how the premise will be manned and operated. This does not apply to salespersons currently licensed.

ADDRESS OF BOARD

Mail all required items to:

Deliver to office location at:

*Motor Vehicle Industry Licensing Board
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801*

OR

*335 Merchant St., Room 301
Honolulu, HI 96813
Phone: (808) 586-3000*

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Instructions for "Yes" Answers to Questions (5) through (7) of the Application for License (MOVE-02)

A. The following documentation must be submitted with the license application. Applications for license will not be considered without this material.

1. Questions 5 and 6 refer to complaints, charges of unlicensed activity, or pending disciplinary actions for any profession, occupation, or license, both motor vehicle and those other than motor vehicle. If your answer is "Yes" to one or more of these questions, read paragraph "B" below, **AND** you must **submit** the following:
 - i. A statement **signed by you** explaining the underlying circumstances; and
 - ii. Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents; if applicable, proof of payment of any fines and/or proof of fulfillment of any conditions.
 - iii. If your driver's license was subject to suspension, revocation, a Traffic Abstract must be submitted. Contact Traffic Court for this.
2. If your application indicates a criminal conviction, read paragraph "B" below, and you must **submit** the following:
 - i. A statement **signed by you** explaining the underlying circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended.
 - ii. A copy of all the related court documents (i.e. indictments, judgments, court order, verdict, and terms of sentence) if applicable, proof of payment of any fines and/or proof of fulfillment of conditions of each sentence;
 - iii. If applicable, a copy of the terms of probation and/or parole and a statement from your probation or parole officer as to your compliance with the court orders (terms and conditions imposed including any court documentation evidencing completion or discharge);
 - iv. A **current** criminal history record check in your name from the Hawaii Criminal Justice Data Center (HCJDC) dated within six months. Contact them at Ph: (808) 587-3100 or visit their website at: **www.ecrim.ehawaii.gov** to request a "Criminal History Record Check".
If your criminal conviction occurred in a state or states other than Hawaii, a current criminal history record check will be required from each state **AND** Hawaii. Contact the local authority or Board in each state for their forms, instructions and fees on obtaining criminal history record checks.

B. If you answered "Yes" to any of the questions (5) through (7), your application will be reviewed at a Motor Vehicle Industry Board meeting if you have provided all applicable information and documents as described above. The Board will not review incomplete applications. If you wish to present oral testimony at the meeting, submit a written request with your application.

RELEASE OF INFORMATION

If an agency or individual is assisting you with the licensure process, we will not be able to release any information to them unless you provide us with authorization. If you wish to do so, please complete the portion on **Release of Information to Third Party**, sign and date it.

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MAINTENANCE OF LICENSE

BIENNIAL RENEWAL

All licenses, regardless of issue date, are subject to renewal on or before June 30 of each EVEN-NUMBERED year. Notices of renewal are mailed approximately 6 weeks prior to the expiration date. If a notice is not received, contact the Board's office. **IF YOU DO NOT RENEW BY JUNE 30 OF EACH EVEN-NUMBERED YEAR, YOU WILL BE REQUIRED TO APPLY AS A NEW APPLICANT, MEET ALL CURRENT REQUIREMENTS, AND SUBMIT ALL DOCUMENTS AND FEES AGAIN.**

BRANCH OFFICE

File a separate Motor Vehicle Dealer Branch Location application for each branch office within each county.

CHANGES

Notify the Board and file all appropriate applications when required, for all changes affecting the license such as business location, business name, branch office locations, franchises obtained/terminated and salesperson terminated.

Dealers approved to sell USED vehicles and now wish to sell NEW vehicles must inform the Board in writing. In addition, the following documents must also be submitted: A bond rider increasing your bond to the appropriate amount or updated line of credit letter, if applicable, a copy of the executed franchise agreement for the dealer or branch address and have a repair facility of your own or if you will be having your work done by a licensed repair dealer, attach a letter from such repair dealer.

LAWS & RULES

A copy of Chapter 437, Hawaii Revised Statutes and Chapter 86, Hawaii Administrative Rules, may be obtained by submitting a written request to: Motor Vehicle Industry Licensing Board, *Commerce and Consumer Affairs, P.O. Box 3469, Honolulu, HI 96801*. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Law should be read in conjunction with the above statutes.

The laws and rules are also posted on our website at: cca.hawaii.gov/pvl. Look under "Motor Vehicle Industry".

ABANDONMENT OF APPLICATION

Pursuant to HRS §436B-9 your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or (2) failure to complete any additional requirements for licensure that remain after approval of your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application was approved, or (3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process. If an application is deemed abandoned the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

APPLICATION FOR LICENSE - MOTOR VEHICLE DEALER or AUCTION

Access this form via website at: cca.hawaii.gov/pvl
 Read the "Requirements for License" before completing this form.

Check type of license applying for:

New Vehicles - Honolulu (includes used vehicles)

New Vehicles - Neighbor Islands (includes used vehicles)

Used Vehicles (includes new motorcycle-scooter with franchise agreement(s))

Used Vehicles (includes new motorcycle-scooter with franchise agreement(s) - Neighbor islands)

Motorcycle-Scooter Only - Honolulu

Motorcycle-Scooter Only - Neighbor Islands

Auction - All Counties

Name of Applicant (Individual: First-Middle-LAST, or name of corporation, partnership, LLC, or LLP):

Trade Name (if any used):

Dealer Address (street address, city, state and zip code):

FOR BOARD USE ONLY

Date To Exec.

Board mtg. approval date:

License No.: _____ Date Licensed: _____

Mailing Address (**ONLY** if different from Dealer Address):

Social Security No.: _____ Business Phone No.: _____

Check the type of BUSINESS ENTITY:

Individual (sole owner) LLC

Partnership LLP

Corporation

Check only one county where business will be:

Honolulu Maui

Hawaii Kauai

New Dealer Only-(check one):

Own repair facilities **OR** To be done by

RD# _____ RD# _____

Date applied on: _____ (attach letter)

New Vehicle Dealer only: FRANCHISES	Attach copy of executed Dealer's Sales and Service Agreement for each line make:		
	Line Make	Distributor or Manufacturer	Hawaii License No. DIS ____ / F ____

(CONTINUED ON PAGE 2)

Appl	366	\$50
Lic	368	\$487/\$195/\$243/\$97/\$390
CRF	367	\$74/\$148
1/2 Renewal	330	\$487/\$195/\$243/\$98/\$390
Service Charge	BCF	\$25

Print Name of Applicant: _____

Date: _____

Answer all questions. Check the appropriate response. Questions 1 through 7 refer to the applicant, to any officer or director of the corporation, to any manager or member of the LLC, or to any partner of the partnership or LLP. **If any response to questions 5 through 7 is "Yes", refer to the instructions for additional documents that must be submitted with this application.**

1. Are you at least 18 years of age? Yes No
2. Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the U.S.? Yes No
3. Was this location previously occupied by a new or used car dealership? Yes No
 If "Yes", name of previous dealer: _____
4. Has applicant, officers, partners, managers or members of the entity previously applied for a license to engage in motor vehicle activity? Yes No
 If "Yes", where? _____
 If "Yes", give date and result of such application: _____
5. Has applicant and/or partners, and/or officers, and/or directors, and/or managers, and/or members of the entity ever had a license suspended, revoked or otherwise subject to disciplinary action? Yes No
6. Are there any pending disciplinary actions in any jurisdiction against you? Yes No
7. Has applicant and/or partners, and/or officers, and/or directors, and/or managers, and/or members of the entity ever been convicted of a crime in any jurisdiction that has not been annulled or expunged? Yes No

CORPORATION, PARTNERSHIP, LLC or LLP	Name	Residence Address (include apt. no., city, state & zip code)	Phone No.
	President, Partner, Manager or Member		
	Vice-President, Partner, Manager or Member		
	Secretary, Partner, Manager or Member		
	Treasurer, Partner, Manager or Member		

SALESPERSONS TO BE EMPLOYED (Attach Transfer form(s) or new application)	Name	License No.	Residence Address (include apt. no., city, state & zip code)	Phone No.	Social Security No.
		CS -			
		CS -			
		CS -			
		CS -			

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Print Name of Applicant: _____

Date: _____

EMPLOYMENT RECORD. (Give full account of your time for the last 5 years. Include periods of unemployment, time in school & military service. Start with current or recent. If more space is needed, use a separate sheet, 8 1/2" x 11".)				
Dates (mo/yr)		Employer's Name & Address for last 5 years (include periods of unemployment, school)	Nature of Employer's Business & your position title	Reason for Leaving
From	To			

AFFIDAVIT OF APPLICANT (read carefully before signing):

I/We, certify that the statements, answers and representations made in this application and in the documents submitted are true and correct. I/We, as an individual/an officer/a partner/a manager/a member, have authority to sign this application and to make the statements contained herein. I/We, certify that our premise is in compliance with Chapter 437, Hawaii Revised Statutes and Chapter 86, Hawaii Administrative Rules and that I/we have verified with the respective county that the premise is zoned to conduct motor vehicle dealer activity.

I/We hereby certify that if the applicant's lease is a sublease or an assignment of lease, the master lessor/lease agreement authorizes such sublease or assignment of lease.

I/We understand that any misrepresentation is grounds for refusal or subsequent revocation or license and is a misdemeanor (Section 710-1017, Sections 436B-19 and 437-28, Hawaii Revised Statutes).

Date

Signature

Print Name

Title

Date

Signature

Print Name

Title

(CONTINUED ON PAGE 4)

Print Name of Applicant: _____

Date: _____

Release of Information to Third Party:

To assist me in the licensing process, I authorize DCCA's staff to release any and all information regarding my application (including but not limited to, application status) to the following third party:

Print Name of Individual who is assisting you: _____

Name of Organization: _____

Signature of Applicant

Date