

STATE OF ALASKA DIVISION OF MOTOR VEHICLES  
**Requirements for Obtaining a Motor Vehicle Dealer License**

**Part One – Application**

**Step 1: Fill out the Application for Dealer License**

- Use the legal name registered with the Alaska Department of Commerce and under which you will be conducting your business
- Provide complete information, including name and information of each owner, partner, corporate officer, or member
- Be certain to have each owner, partner, corporate officer, or member sign the application

**Step 2: Have your bonding insurance company fill out the bond**

- The company name must read EXACTLY as it does on the application form, including your entity name and your DBA name.
- Once the bonding company completes the bond, it must be signed by an owner, partner, corporate officer, or member on the front as “Principle”. This line can be found above the insurance agent’s signature on the face of the bond.
- Be certain the notary signs and seals the bond
- The bond company must attach a power of attorney to the bond if using an attorney-in-fact
- All bonding documents must be originals or certified copies

**Step 3: Include a passport-type photo of each owner, partner, corporate officer, or member**

- The photo may be a current driver’s license
- The photo should only show the head and shoulders and must be large enough to see the face clearly.
- Each photo must be of one person
- Label each photo with the name of the person pictured

**Step 4: A photo of the dealership location**

- If using a company sign, it must read EXACTLY as it appears on the application. If you have a DBA, the name must match your DBA
- Please be certain that the sign is legible and permanently attached

**Step 5: Obtain and attach a business license**

- All names MUST match on business license and application
- Business license must be current
- Licensing must meet and comply with the requirements of the division
- Business license must be LOB 42: Trade

**Step 6: Provide proof of workers' compensation insurance and liability insurance for bodily injury and property damage**

**Step 7: Complete Dealer Plate Application if applicable**

**Step 8: Turn in all documents to the Vehicle Services Department located at the Anchorage DMV**

**Part Two – The Location**

**Requirements**

- Permanent office structure where the dealership records can be stored and reviewed safely
- All signs and banners must be permanently affixed
- The area must comply with all zoning and business requirements

**Considerations**

- Application packets received that are incomplete will be returned
- Please allow up to ten working days for processing
- Your business information must be filed with the Department of Commerce before a dealer license will be issued

**Fees**

- New/renewal Dealer License fee is \$50 and can be made payable via money order, check, or credit card agreement

**Submission**

Alaska Division of Motor  
Vehicles ATTN: Vehicle Services  
3901 Old Seward Hwy, Ste 101  
Anchorage, AK 99503



STATE OF ALASKA  
 DIVISION OF MOTOR VEHICLES  
**APPLICATION FOR DEALER LICENSE**  
 3901 Old Seward Hwy, Ste 101  
 Anchorage, AK 99503  
 (907) 269-5551

APPLICATION TYPE		LICENSE TYPE		ORGANIZATIONAL STRUCTURE	
<input type="checkbox"/> New Dealer	<input type="checkbox"/> Reinstatement	<input type="checkbox"/> New Motor Vehicles	<input type="checkbox"/> New Motorcycles	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Corporation
<input type="checkbox"/> Renewal	<input type="checkbox"/> Address Change	<input type="checkbox"/> Used Motor Vehicles	<input type="checkbox"/> Used Motorcycles	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company

<b>BUSINESS INFORMATION</b>	BUSINESS NAME (Must match name on surety bond and business application)					
	DEALER NUMBER	TAXPAYER ID NUMBER	SURETY BOND COMPANY NAME	SURETY BOND NUMBER		
	MAILING ADDRESS			CITY	STATE	ZIP
	BUSINESS LOCATION #1			CITY	STATE	ZIP
	BUSINESS LOCATION #2			CITY	STATE	ZIP
	<i>IF YOU HAVE ADDITIONAL BUSINESS LOCATIONS, PLEASE ATTACH AS A SEPARATE DOCUMENT.</i>					
	EMAIL ADDRESS			PHONE NUMBER		

<b>OWNER(S)</b>	OWNER/CORPORATE OFFICER NAME #1	TITLE			
	OWNER RESIDENCE ADDRESS	CITY	STATE	ZIP	
	OWNER/CORPORATE OFFICER NAME #2	TITLE			
	OWNER RESIDENCE ADDRESS	CITY	STATE	ZIP	

<b>VEHICLE INFORMATION</b>	<i>IF SELLING NEW OR CURRENT MODEL MOTOR VEHICLES, GIVE THE NAME OF THE MANUFACTURER OF THE MOTOR VEHICLE, THE DATE THE AGREEMENT WAS SIGNED, AND DURATION OF YOUR SALES AND SERVICE AGREEMENT WITH THE MANUFACTURER.</i>				
	MANUFACTURER #1	DATE AGREEMENT SIGNED	DURATION OF AGREEMENT		
	MANUFACTURER #2	DATE AGREEMENT SIGNED	DURATION OF AGREEMENT		
	LIST MAKES OF ALL MOTOR VEHICLES HANDLED*				<input type="checkbox"/> *IF YOU SELL VARIOUS MAKES AND MODELS, PLEASE CHECK HERE

<p>I certify under penalty of law that the statements in this application are true and as the applicant, I intend to operate as a bona fide dealer in motor vehicles with an established business at the location(s) given. I swear to adhere to all laws and regulations relating to the title and registration of vehicles placed in the applicant's control and the issuance of dealer temporary permits. I am also certifying that no person holding a five percent or greater interest in the business has, during the five-year period immediately preceding the date of the application, been convicted of a felony if the felony involved fraud, embezzlement, or misappropriation of property. I have reviewed the workers' compensation insurance requirements of AS 23.30 and will maintain applicable workers' compensation insurance as required under AS 23.30.</p> <p>X _____ DATE ____/____/____</p>	<b>FOR DIVISION USE ONLY</b>  Processed By _____ Batch # _____ Batch Date _____ Amount Pd _____
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MOTOR VEHICLE DEALER'S/BUYER'S AGENT  
SURETY BOND

Bond No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_, as principal,  
(Name of Dealership or Buyer's Agent)

and \_\_\_\_\_, a company duly  
(Name of Surety Company)

authorized to transact surety business in the State of Alaska, as surety, do hereby jointly and severally acknowledge ourselves to be held and bound unto the **Commissioner of Administration**, State of Alaska, in their capacity as agent in the premises for the State of Alaska in the sum of One Hundred Thousand Dollars (\$100,000) (Twenty-five Thousand Dollars (\$25,000) in the case of a dealer who sells **only** motorcycles, lawful money of the United States, for the true payment of which we, and each of us, bind ourselves, our heirs, executors, administrators, successors or assigns, jointly and severally by these presents).

THE CONDITIONS OF THE ABOVE BOND ARE SUCH, That whereas, the above named principal is a dealer of motor vehicles, motorcycles, or a buyer's agent who does business by negotiating on behalf of a buyer the purchase of a motor vehicle from a motor vehicle dealer in the State of Alaska under the purview of **AS 08.66** and amendments thereto, and will not commit fraud or make fraudulent representations in the course thereof. And the above bond shall remain in force unless the surety cancels, without prejudice to any liability accruing prior to cancellation, the bond in writing with the Commissioner at Division of Motor Vehicles, Attention Vehicle Services Manager, 3901 Old Seward Hwy, Ste 101, Anchorage, AK 99503-3691.

If any person suffers any loss or damage by reason of fraud, fraudulent representations or violation of any of the provisions of **AS 08.66**, or another law of this state and amendments thereto by a dealer or buyer's agent, the person has a right of action against such dealer or buyer's agent and a personal right of action against the surety upon the bond. The aggregate liability of the surety may not exceed the amount of the bond.

NO attached documents shall modify the provisions of this bond or conditions thereto or rights of action arising under **AS 08.66**.

\_\_\_\_\_  
Dealership or Buyer's Agent Name

\_\_\_\_\_  
Surety Company Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Authorized Agent Signature/Title

\_\_\_\_\_  
Attorney-in-Fact Signature\*

IN WITNESS WHEREOF the said principal  
has sworn and subscribed to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

IN WITNESS WHEREOF the said attorney-in-fact  
has sworn and subscribed to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public Signature  
My Commission Expires:

\_\_\_\_\_  
Notary Public Signature  
My Commission Expires:

\*Attach hereto a valid power of attorney authorizing the attorney-in-fact to bind the surety.



STATE OF ALASKA  
 DIVISION OF MOTOR VEHICLES  
**APPLICATION FOR DEALER PLATES**  
 3901 Old Seward Hwy, Ste 101  
 Anchorage, AK 99503  
 (907) 269-5551

APPLICATION TYPE		
<input type="checkbox"/> RENEWAL	<input type="checkbox"/> REPLACEMENT	<input type="checkbox"/> NEW PLATES

DEALERSHIP INFORMATION			
DEALERSHIP NAME		DEALER NUMBER	
LIABILITY/FLEET INSURANCE POLICY CARRIER		LIABILITY/FLEET INSURANCE POLICY NUMBER	
MAILING ADDRESS	CITY	STATE	ZIP
PHYSICAL ADDRESS	CITY	STATE	ZIP

PLATE NUMBERS TO RENEW		

PLATE NUMBERS TO REPLACE		

*The \$5 replacement fee will only apply if at least one of the two original plates are returned to the DMV – otherwise, full fees are due.*  
**AFFIDAVIT (Please explain why these plates are no longer in your possession.)**

REQUESTING NEW PLATES (CIRCLE BELOW # OF SETS)
0   1   2   3   4   5   6   7   8   9   10

DISCLAIMER AND SIGNATURE
<p>I certify under penalty of law there is a liability insurance policy for this vehicle if required by AS 28.22.011 and this policy will be maintained during the entire registration period. The address shown is my true legal address and the vehicle will be operated on Alaska roadways. If this is a commercial vehicle, I am familiar with and have knowledge of the Federal Motor Carrier Safety Regulations 49 CFR, Hazardous Materials Regulations and applicable Federal/state CMV safety laws and regulations. I certify under penalty of perjury that all information is true and correct. False statements are punishable under AS 11.56.210.</p>
X _____ DATE ____/____/____

DIVISION USE ONLY	
PLATES ISSUED/RENEWED:	Processed By _____ Batch # _____ Batch Date _____ Amount Paid _____

## Dealer License Plates

Once you have become licensed and bonded as a Dealer, you are eligible to receive and properly use dealer license plates and dealer temporary permits.

The fees for dealer plates are as follows:

<b>DEALER LICENSE PLATES</b>	<b>1ST SET</b>	<b>ADDITIONAL SETS</b>
Bethel	\$198	\$160
Kenai Peninsula Borough/Kodiak	188	150
Ketchikan Gateway Borough	190	152
Mat-Su Borough	238	200
Municipality of Anchorage	238	200
Unalaska	276	238
All Other Taxable Areas	176	138
Non-Taxable Areas	88	50

### Bethel

Bethel

### Kenai Peninsula Borough/Kodiak (29 locations)

Akiok				
Anchor Point	Halibut Cove	Moose Pass		Port Lions
Chiniak	Homer	Nanwalek	Seldovia	
Clam Gulch	Hope	Nickoloevsk		Seward
Cooper Landing	Karluk	Nikiski		Soldotna
English Bay	Kasilof	Ninilchik		Sterling
Fritz Creek	Kenai	Old Harbor		Tyonek
	Kodiak	Ouzinkie		
	Larson Bay	Port Graham		

### Ketchikan Gateway Borough

Ketchikan  
Loring  
Saxman  
Ward Cove

### Matanuska-Susitna Borough (10 locations)

Big Lake	Skwentna	Wasilla	
	Chickaloon	Sutton	Willow
	Houston	Talkeetna	
	Palmer	Trapper Creek	

### Municipality of Anchorage

Anchorage  
Bird Creek  
Chugiak  
Eagle River  
Eklutna  
Elmendorf AFB

### (11 Locations)

Ft. Richardson	
Girdwood	Dillingham
Indian	
JBER	
Peters Creek	

### All Other Taxable Locations (9 locations)

Cordova		Nome
		*Petersburg
Dutch Harbor		Sitka
*Nenana		Whittier

### Unalaska

Unalaska

\*There are areas of Petersburg & Nenana that are not taxable. Please call for verification.

**If your city is not listed above then you are in a non-taxable area.**

**You are required to display a dealer license plate on the front and the rear of the vehicle.** Issuance of Dealer License Plates must be processed as a DROP in the Anchorage Field Office. If you reside outside of Anchorage you may mail your request to: DMV - Dealer Unit, 3901 Old Seward Hwy, Ste 101, Anchorage AK 99503 for processing.

# ALASKA STATUTES

## TITLE 8. BUSINESS AND PROFESSIONS

### CHAPTER 66. Motor Vehicle Dealers and Buyers's Agent

Section	Section
010. Dealers to register	080. Penalties
015. Sale of motor vehicle	260. Buyer's Agent contract required
020. Application, bond, and fee	270. Purchase agreement
030. Form of application	280. Fees of buyer's agent
040. Filing application for registration	290. Ownership interest prohibited
050. Renewal of registration	300. Certain compensation prohibited
060. Bond	310. Dual agency prohibited
070. Action on bond	320. Records of buyer's agent
	350. Definitions

**Sec. 08.66.010. Dealers to register.** A dealer in motor vehicles shall, as a condition to engaging in business in the state, register biennially with the department.

**Sec. 08.66.015. Sale of motor vehicle.** (a) A person who does business as a dealer in the state may not offer to sell or sell a motor vehicle as a new motor vehicle unless

- (1) the motor vehicle retains the manufacturer's certificate of origin; and
- (2) the dealer has a current sales and service agreement with the manufacturer of the motor vehicle for sales in this state.

**Sec. 08.66.020. Application, bond, and fee.** Application for dealer registration shall be accompanied by a biennial registration fee of \$50 and a bond required by [AS 08.66.060](#).

**Sec. 08.66.030. Form of application.** The department shall prescribe and furnish the form of application for dealer registration under [AS 08.66.010](#). The application must contain

- (1) the name under which the business is conducted;
- (2) the location of the business;
- (3) the name and address of all persons having an interest in the business and, in the case of a corporation, the application shall contain the name and address of the two principal officers;
- (4) the name and make of all vehicles handled;
- (5) a statement of whether or not used vehicles are handled;
- (6) a statement that the applicant is a bona fide dealer in motor vehicles with an established business at the location given;
- (7) if the applicant sells a motor vehicle as a new or current model motor vehicle having a manufacturer's warranty, the name of the manufacturer of the motor vehicle and the date and duration of the applicant's sales and service agreement with the manufacturer; and other information the department requires to administer this chapter.
- (8) other information the department requires to administer this chapter.

**Sec. 08.66.040. Filing application for registration.** The application shall be filed with the department. Upon receipt of the application, the department shall examine it and may make an investigation of the information in it. If the department is satisfied that the dealer is entitled to registration, and the fees have been paid and a bond filed, the department shall assign a distinctive registration number to the dealer and file the dealer's application and index it alphabetically and numerically. A dealer is registered when the department assigns a registration number.

**Sec. 08.66.050. Renewal of registration.** A dealer shall renew the registration required by this chapter before January 1 every two years.

**Sec. 08.66.060. Bond.** (a) An applicant for a dealer registration under [AS 08.66.010](#) shall file with the application and shall maintain in force while registered a bond in favor of the state that is executed by a surety approved by the commissioner. The amount of the bond shall be \$50,000, except that the amount of a bond for a dealer who sells only motorcycles shall be \$25,000. The bond must be conditioned on the dealer's

(1) doing business in compliance with this chapter and the other laws of this state; and

(2) not committing fraud or making fraudulent representations in the course of doing business as a dealer.

(b) A surety may cancel the bond required by (a) of this section by giving notice in writing to the commissioner or the commissioner's designee. However, cancellation does not relieve a surety of liability arising before cancellation or a liability that has accrued on the bond before cancellation. The commissioner or the commissioner's designee shall retain the cancelled bond on file and may not relieve a surety of a liability arising before cancellation or accruing on the bond before cancellation.

(c) A bond filed under (a) of this section is valid for renewal of a dealer registration unless the surety has provided a written notice of cancellation to the commissioner.

(d) In this section, "commissioner" means the commissioner of administration.

**Sec. 08.66.070. Action on bond.** If a person suffers loss or damage by reason of fraud, fraudulent representations, or a violation of a provision of this chapter or another law of this state by a dealer, the person has a right of action against the dealer and a personal right of action against the surety upon the bond. The aggregate liability of the surety may not exceed the amount of the bond.

**Sec. 08.66.080. Penalties.** A dealer who fails to register and file a bond as required by this chapter is guilty of a violation. A dealer who knowingly violates a provision of this chapter is guilty of a class A misdemeanor.

**Sec. 08.66.260. Buyer's agent contract required.** (a) Before a buyer's agent negotiates on behalf of a buyer the purchase of a motor vehicle from a motor vehicle dealer, the buyer's agent must have a written contract with the buyer.

(b) The contract required by (a) of this section must include a description of the specific services to be provided by the buyer's agent, the date when the buyer's agent will provide the services, and a description of the fees that the buyer's agent will charge, including any fee that the buyer is to pay before the motor vehicle is delivered to the buyer.

**Sec. 08.66.270. Purchase agreement.** A buyer's agent shall arrange for the buyer's purchase agreement with the dealer to provide all warranty information, including the warranty expiration date, mileage limitations, and other restrictions. The warranty information must be specific to the motor vehicle being purchased.

**Sec. 08.66.280. Fees of buyer's agent.** (a) A buyer's agent may not collect a fee from a buyer before the agent and the buyer enter into the contract required by [AS 08.66.260](#).

(b) A buyer's agent may not calculate the fee of the buyer's agent as a percentage of the motor vehicle purchase price or of the savings achieved by the agent for the buyer on the purchase of the motor vehicle.

(c) Until the motor vehicle is delivered to the buyer, a buyer's agent shall hold in trust in a bank account a fee that the agent receives before the buyer receives the motor vehicle.

**Sec. 08.66.290. Ownership interest prohibited.** A buyer's agent may not own an interest in the motor vehicle that is the subject of the purchase that the agent is negotiating for the buyer.

**Sec. 08.66.300. Certain compensation prohibited.** A buyer's agent may not accept a rebate, kickback, commission, or other form of compensation from a financial institution, motor vehicle dealer, or other person, except the buyer, on a motor vehicle purchase that the agent negotiates for a buyer.

**Sec. 08.66.310. Dual agency prohibited.** When representing a buyer, a buyer's agent may not act as an agent for the motor vehicle dealer.

**Sec. 08.66.320. Records of buyer's agent.** A buyer's agent shall maintain complete records of each motor vehicle purchase the agent negotiates, including the purchase arrangements and monetary transactions. The records must include

(1) copies of advertisements, brochures, and pamphlets issued, used, or distributed by the buyer's agent during the sales transaction;

- (2) the original contract between the buyer's agent and the buyer;
- (3) copies of any purchase orders issued by the buyer's agent;
- (4) evidence of the delivery of the motor vehicle to the buyer;
- (5) a copy of the purchase agreement between the buyer and the motor vehicle dealer; and
- (6) a copy of any service agreement between the manufacturer and the motor vehicle dealer.

**Sec. 08.66.350. Definitions.** In this chapter,

- (1) "buyer's agent" means a person who does business in the state by negotiating on behalf of a buyer the purchase of a motor vehicle from a motor vehicle dealer;
- (2) "department" means the Department of Administration;
- (3) "motor vehicle" means a motor vehicle that is required to be registered under [AS 28.10](#);
- (4) "motor vehicle dealer" or "dealer"
  - (A) means
    - (i) a buyer's agent or
    - (ii) a person, other than a manufacturer, who sells, leases, solicits, or arranges for the sale or lease of five or more motor vehicles in any 12 consecutive months, regardless of who owns the vehicles;
  - (B) does not include
    - (i) a receiver, a trustee, an administrator, an executor, a guardian, or another person appointed by a court or a person performing duties as a public officer;
    - (ii) a person disposing of a motor vehicle acquired and actually used for the person's own use or for the use of a family member of the person, or acquiring a motor vehicle for the person's own use or for the use of a family member of the person if the vehicle is acquired and used in good faith and not for the purpose of avoiding the provisions of this chapter;
    - (iii) a person who sells motor vehicles as an incident of the person's principal business but who is not engaged primarily in the selling of motor vehicles;
    - (iv) an employee of an organization arranging for the purchase or lease by the organization of a vehicle for use in the organization's business;
    - (v) a publication, broadcast, or other communications media when engaged in the business of advertising, but not otherwise arranging for the sale of a motor vehicle owned by another person.





State of Alaska
Division of Motor Vehicles
Credit Card Authorization Form

Driver license records are confidential; therefore, you may only obtain your personal record, unless you have a signed release to obtain a record for another person per AS 28.10.505. Please call (907) 269-5551 for questions regarding this form or the reinstate process.

CREDIT CARD HOLDER INFORMATION
Please DO NOT email or fax credit card information.

Please check credit card type: [ ] Visa [ ] MasterCard
Credit card number: \_\_\_/\_\_\_/\_\_\_/\_\_\_ Visa Card only - VIN Code: \_\_\_
Expiration Date: \_\_\_/\_\_\_ (mm/yy)
Name as it appears on the credit card: \_\_\_\_\_

Please check the following that apply:
[ ] Reinstatement fee: \$\_\_\_\_\_
[ ] Other: Explain \_\_\_\_\_ \$\_\_\_\_\_
Total amount to be charged: \$\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_
Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RECORD/DRIVER INFORMATION

Name as it appears on Driver's License: \_\_\_\_\_
Record/Driver license number: \_\_\_\_\_
OR Date of Birth: \_\_\_/\_\_\_/\_\_\_ AND SSN: \_\_\_/\_\_\_/\_\_\_
mm dd yyyy

The Record Holder/Driver may request a clearance letter by completing a Driving Record Request (Form 419F) and sending along with this Credit Card Authorization Form. There is a \$10 additional fee for a clearance letter.

MAIL: Division of Motor Vehicles
3901 Old Seward Hwy, Ste 101
Anchorage, AK 99503

Allow 3 business days for processing.

www.alaska.gov/dmv