

OKLAHOMA MOTOR VEHICLE COMMISSION

**APPLICATION PACKET FOR CHANGE IN MAJORITY OWNERSHIP OR DEALER PRINCIPAL  
OF A NEW AUTOMOBILE, TRUCK OR BUS DEALERSHIP ONLY**

**THIS PACKET IS FOR:** A currently licensed dealership experiencing a partial change in majority ownership or dealer principal, *with at least some of the same ownership staying in place.*  
**If it is a complete change of ownership, do not use this packet.**

**CAREFULLY FOLLOW THE CHECKLIST BELOW TO MAKE COMPLETE APPLICATION:**

- \_\_\_ 1. **DEALER APPLICATION FORM:** Form must be complete, signed and notarized.
  
- \_\_\_ 2. **FINANCIAL INFORMATION:** Submit a **Company Balance Sheet**. The Balance Sheet must be certified by an officer of the company, and current within the last 60 days. A blank Balance Sheet form is included in this packet for your convenience, or you may submit your own, but make sure it is signed and certified that it is accurate.
  
- \_\_\_ 3. **BUSINESS HISTORY:** Provide a brief history of each new Owner or Executive Manager who will be active in the daily operations. Include previous dealership ownership and/or employment.
  
- \_\_\_ 4. **MANUFACTURER/DISTRIBUTOR(S):** Provide list of names, addresses, phone numbers and contact persons for the manufacturers and/or distributors with whom you will have Dealer Agreement(s).
  
- \_\_\_ 5. **DEALER AGREEMENT(S):** *Your application may be submitted without this document*, as it can be approved “contingent upon” receipt of the Agreement(s). Keep in mind the actual franchise license(s) will not be issued until the Agreement(s) are received.
  
- \_\_\_ 6. **FEE: \$300.00 PER FRANCHISE.** The Commission issues a separate license for each franchise sold. Examples: Chrysler, Jeep, Dodge, & Ram are 4 franchises = \$1200.00; Checks or Money Orders only, no cash or credit cards. Fees are non-refundable unless application is denied.
  
- \_\_\_ 7. **DEADLINE:** Applications are considered by the Board on the second Tuesday of each month ONLY. The **deadline** to submit an application packet is the Monday eight days prior to the Commission Meeting. **NO EXCEPTIONS!**

Contact Marilyn Maxwell at (405) 607-8227, ext 101, for assistance.

OKLAHOMA MOTOR VEHICLE COMMISSION

**NEW MOTOR VEHICLE DEALER  
APPLICATION FOR PARTIAL CHANGE OF OWNERSHIP OR DEALER PRINCIPAL**

**PLEASE TYPE.**

1. DBA Name \_\_\_\_\_ 2. Legal Name \_\_\_\_\_ (if different)

3. Physical Address \_\_\_\_\_  
Street Address City State Zip County

4. Mailing Address \_\_\_\_\_ (if different)  
P.O. Box City State Zip

5. Main Phone # (\_\_\_\_\_) \_\_\_\_\_ Dealership Fax # (\_\_\_\_\_) \_\_\_\_\_

Name Direct Phone # E-Mail

6. Dealer Principal \_\_\_\_\_

Exec Manager \_\_\_\_\_ (if different)

Contact Person \_\_\_\_\_ (filling out this form)

7. Website Address: \_\_\_\_\_

8. Will this be the Dealer's primary occupation? \_\_\_\_ Yes \_\_\_\_ No If No, explain:  
\_\_\_\_\_

9. Type of Ownership: \_\_\_\_ Individual \_\_\_\_ Partnership \_\_\_\_ Corporation \_\_\_\_ LLC \_\_\_\_ LP

**10. Complete for each Owner, Officer and Executive Manager (including date of birth and percent of ownership):**

NAME	COMPLETE HOME ADDRESS	TITLE	D.O.B.	%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%

11. Have you or any of the principals ever had a Motor Vehicle Dealer or Salesperson License **denied, revoked or suspended** in this or any other state? \_\_\_\_ Yes \_\_\_\_ No If Yes, explain:  
\_\_\_\_\_

12. Have you or any of the principals ever been convicted of a felony?  Yes  No **If Yes, complete below:**

**Who?** \_\_\_\_\_ **Where?** \_\_\_\_\_ **When?** \_\_\_\_\_

(circle one) **Federal** or **State Charge** **Convicted of:** \_\_\_\_\_

**Attach** copy of a Criminal History Background Report relating to the felony charge(s). The Application will not be processed without this documentation. This Commission has the authority to verify, independently, the accuracy of your response.



BALANCE SHEET

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

As of \_\_\_\_\_

**ASSETS:**

**Current Assets:**

Cash on Hand and in Bank \_\_\_\_\_  
Accounts Receivable \_\_\_\_\_  
Factory Receivables \_\_\_\_\_  
Notes Receivable \_\_\_\_\_

**Total Cash and Receivables** \_\_\_\_\_

**Inventories:**

New Motor Vehicles \_\_\_\_\_  
Used Motor Vehicles \_\_\_\_\_  
Parts and Accessories \_\_\_\_\_  
Other Inventories \_\_\_\_\_

**Total Inventories** \_\_\_\_\_

**Other Current Assets:**

\_\_\_\_\_

**Total Current Assets:** \_\_\_\_\_

**Property, Plant, and Equipment:**

Land and Buildings \_\_\_\_\_  
Furniture, Fixtures, Equipment \_\_\_\_\_  
Company Vehicles \_\_\_\_\_  
Leasehold Improvements \_\_\_\_\_  
Other \_\_\_\_\_

**Total Property, Plant, & Equip:** \_\_\_\_\_

**Other Dealership Assets:**

\_\_\_\_\_

**Total Non-Current Assets:** \_\_\_\_\_

**TOTAL ASSETS:** \_\_\_\_\_

**LIABILITES**

**Current Liabilities:**

Accounts Payable \_\_\_\_\_  
Notes Payable - Floor Plan \_\_\_\_\_  
Other Short-Term Notes \_\_\_\_\_  
Other Current Liabilities \_\_\_\_\_

**Total Current Liabilities:** \_\_\_\_\_

**Long-Term Liabilities:**

Mortgages Payable \_\_\_\_\_  
Other Long-Term Notes \_\_\_\_\_

**Total Long-Term Liabilities:** \_\_\_\_\_

**TOTAL LIABILITES:** \_\_\_\_\_

**NET WORTH / OWNERS EQUITY:**

Capital Stock \_\_\_\_\_  
Additional Paid in Capital \_\_\_\_\_  
Retained Earnings \_\_\_\_\_  
Other (Explain) \_\_\_\_\_

**TOTAL NET WORTH / OWNERS EQUITY:** \_\_\_\_\_

**TOTAL LIABILITES PLUS NET WORTH:** \_\_\_\_\_

I CERTIFY THAT THIS FINANCIAL INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Title \_\_\_\_\_  
Corporate Officer

## **SALESPERSON LICENSING INFORMATION**

### **THE GRATIS LICENSE:**

OMVC Law allows for one free Salesperson License (Gratis License) to be issued to the Owner or Executive Manager. Complete the attached Gratis License Application and Affidavit of Citizenship and submit with Dealer Application.

### **SALESPERSON LICENSES:**

OMVC Statute Title 47, Section 564 states that: "It shall be unlawful for any person to serve in the capacity of a motor vehicle salesperson, without first obtaining a license".

#### **STEPS TO FOLLOW:**

1. **If your dealership IS NOT changing its name**, NO ACTION is required.
2. **If your dealership IS changing its name**, your Salesperson Licenses will need to be amended, reflecting the name change, but not until **after the Franchise Licenses are issued**. Contact Marilyn Maxwell 405-607-8227, ext 101, for assistance in this matter.

**Familiarize yourself with the following Rules & Regulations concerning Salesperson Licenses in order to stay compliant and avoid the issuance of fines.**

- a) **License.** At the same time and contemporaneous with a new Salesperson being employed, an application for Salesperson License shall be submitted to the Commission on forms prescribed by the Commission along with the appropriate fee. A license for a Motor Vehicle Salesperson will not be issued, renewed or endorsed until the employing Dealer is licensed and has certified that the applicant for said license is in his or her employ. All Salesperson licenses will be sent to the Dealer for distribution to his or her respective applicants, and the Dealer will determine that all its personnel required to obtain license have done so.
- b) **Identification card** - A Salesperson's license shall consist of an identification card. The card shall be carried upon his or her person when acting as a Salesperson."
- c) **Termination of employment** - Upon termination of employment, a termination notice will be returned by the dealer to the office of the Oklahoma Motor Vehicle Commission within ten days.
- d) **One license and employer at a time.** No Salesperson may hold more than one license at any one time or be employed by, or sell for, any Dealer other than the Dealer designated on the Salesperson's license, except as follows:
  - (1) A Salesperson may hold more than one license only in instances where the salesperson is employed by multiple dealerships which have the same majority ownership;
  - (2) The Salespersons' new or renewal license application shall reflect all dealerships which have the same majority ownership for which the Salesperson seeks a Salespersons' license;
  - (3) The identification card or cards which are issued in accordance with OAC Title 465:10-3-3(b), shall contain the names of all commonly owned dealerships for which the Salesperson is licensed; and,
  - (4) The Salesperson shall only sell for the dealerships designated on the Salespersons' identification card.
- e) **Change of employment.** A licensed Salesperson shall, on change of employment, surrender the Salesperson's License Certificate to the new employer, who shall submit the License along with the appropriate Transfer form to the Commission, for endorsement reflecting the change of employers.

OKLAHOMA MOTOR VEHICLE COMMISSION

**APPLICATION FOR NEW MOTOR VEHICLE GRATIS LICENSE**

(Not a regular Salesperson License Application)

**TYPE OR PRINT LEGIBLY.**

1. Name \_\_\_\_\_ SS# \_\_\_\_\_

2. Date of Birth \_\_\_\_\_ Home Phone # \_\_\_\_\_ Job Title \_\_\_\_\_

3. Home Address \_\_\_\_\_  
Address City State Zip

4. Date Hired \_\_\_\_\_ Email Address \_\_\_\_\_

5. Dealership \_\_\_\_\_  
Name Address City State Zip

6. Is this your principal occupation? \_\_\_ Yes \_\_\_ No If No, explain: \_\_\_\_\_

7. Have you ever been licensed by this Commission? \_\_\_ Yes \_\_\_ No If Yes, specify most recent dealership:  
\_\_\_\_\_

8. Have you ever had a Motor Vehicle Dealer or Salesperson License **denied, revoked** or **suspended** in this **or** any other state? \_\_\_ Yes \_\_\_ No If Yes, explain: \_\_\_\_\_

9. Have you ever been convicted of a felony? \_\_\_ Yes \_\_\_ No **If Yes, complete below: Where?** \_\_\_\_\_  
**When?** \_\_\_\_\_ (circle one) **Federal** or **State Charge** **Convicted of:** \_\_\_\_\_

**If Yes:** Attach copy of the OSBI Report for state charges in Oklahoma or a Criminal History Background Report  
The Commission has the authority to verify, independently, the accuracy of your response.  
(DO NOT SUBMIT APPLICATION WITHOUT THIS DOCUMENTATION—IT WILL NOT BE PROCESSED!)

I agree to abide by the Laws and Rules of the State of Oklahoma, Motor Vehicle Commission. I certify under penalty of perjury that the answers and information contained herein are true and correct. I understand that my License may be denied, revoked or suspended for any material misstatement of fact.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

**Oklahoma Motor Vehicle Commission**  
4334 N.W. Expressway, Suite 183, Oklahoma City, OK 73116  
(405) 607-8227

**Note: The Affidavit Verifying Lawful Presence must accompany this form in order to be processed.**

**GRATIS LICENSE (no fee required)**

**AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES**

**Required Affidavit for all Salespersons Applications: Must verify and fill out either Option 1 OR Option 2**  
**\*\*\*DO NOT COMPLETE BOTH\*\*\***

**Instructions:**

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Motor Vehicle Commission are required, by the provisions of 56 O.S. Supp. 2007 § 71, to provide the Commission with verification of lawful presence in the United States by executing one of the Affidavits below before a notary public or other officer authorized to notarize affidavits under State law. The Commission's office provides notary service free of charge to applicants.

**OPTION 1:            Verification of US Citizenship**

**Affidavit of** \_\_\_\_\_ being of lawful age, being first duly sworn, upon oath, under  
(Print Applicant's Name)

penalty of perjury, declares as follows:    **I am a United States Citizen.**

\_\_\_\_\_  
(Signature of Applicant)

NOTARY: Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_  
Notary

My Commission #: \_\_\_\_\_  
(Seal)

**(NO DOCUMENTATION REQUIRED FOR OPTION #1)**

**OPTION 2:            Affidavit Verifying Qualified Alien Status**

**Affidavit of** \_\_\_\_\_ being of lawful age, being first duly sworn, upon oath, under  
(Print Applicant's Name)

penalty of perjury, declares as follows:    **I am a qualified alien under the federal Immigration and Naturalization Act, and am lawfully present in the United States.**

\_\_\_\_\_  
(Signature of Applicant)

NOTARY: Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_  
Notary

My Commission #: \_\_\_\_\_  
(Seal)

**If Option #2 is completed, the applicant must attach a copy (front and back) of one of the following USCIS Immigration Documents verifying the qualified alien status:**

Check one:

- Form I-551 (Permanent Resident Card)**
- Form I-94 (Arrival-Departure Record)**
- Form I-327 (Reentry Permit)**
- Form I-766 (Employment Authorization Card)**
- Form I-571 (Refugee Travel Document)**
- Naturalization Certificate**
- Other Document**