

# INFORMATION FOR APPLYING FOR A USED MOTOR VEHICLE DEALERS LICENSE

The Used Motor Vehicle Division meets six times per year. Please refer to the board meeting schedule on the internet. The website is [www.sos.ga.gov/plb/usedcar](http://www.sos.ga.gov/plb/usedcar).

To be considered for review, complete applications must be received in the Division office. Incomplete applications will be returned. An email address is requested in order for our office to communicate receipt of your application, issuance of your license upon approval by the Board, and other useful information such as notifications regarding license renewal. Please notify the Board of any email address change. Your email address will not be shared with any third party. Once the application is received, application status may be reviewed on the Board's website.

All licenses for used motor vehicle dealers renew biennially and expire on March 31 of even years. While the licenses are valid for two years, an initial license issued by the board may be valid for a shorter period of time, due to the relation between the date of the issuance of the initial license and the renewal date of all licenses.

***NOTE: INSPECTIONS MAY BE CONDUCTED FOR NEW APPLICANTS PRIOR TO BOARD APPROVAL FOR LICENSURE. YOU SHOULD NOT SUBMIT YOUR APPLICATION UNTIL YOUR PROPOSED FACILITY IS READY FOR INSPECTION. A FAILED INSPECTION WILL DELAY APPROVAL OF YOUR APPLICATION UNTIL ALL DEFICIENCIES ARE SATISFIED.***

## INFORMATION TO BE SUBMITTED WITH APPLICATION

**\*\*NOTE: GEORGIA LAW HOLDS THE SAME REQUIREMENTS FOR LICENSURE FOR USED CAR BROKERS AS FOR USED CAR DEALERSHIPS. WHILE BROKERS MAY NOT HAVE A LOT OR SHOWROOM LIKE A DEALERSHIP, BROKERS MUST COMPLY WITH THE SAME REQUIREMENTS FOR AN ESTABLISHED PLACE OF BUSINESS, AS DEFINED IN O.C.G.A. § 43-47-2(3). CAREFUL CONSIDERATION SHOULD BE GIVEN TO ENSURE THAT THE REQUIREMENTS FOR LICENSURE CAN BE MET FOR THE ANTICIPATED LOCATION.**

### PLEASE READ CAREFULLY:

1. **Application** – A complete application includes the license fee, surety bond, certificate of insurance, photographs, certificate of zoning compliance, and applicant must have been fingerprinted at an approved GAPS service site. Results of the fingerprint-based background check will be available for Board review after the fingerprint process is complete.
2. **FEES:** See fee schedule. License fee should be payable to the Used Motor Vehicle Dealer Board.
3. **A \$35,000 Surety Bond** (executed with a surety company).
  - a. Bond must expire on March 31 of even years.
  - b. Bond must be in **exact** name of the business.
  - c. Bond must be an **original** and have “power of attorney” attached.
  - d. Be sure and **sign bond** (keep copy for your files).
4. **An ORIGINAL CERTIFICATE OF INSURANCE showing the following:**
  - a. Policy number (we cannot accept binder number).
  - b. Amount of limits (50K/100K/25K) or single limits of \$125,000 (AUTOMOBILE LIABILITY ONLY NOT ACCEPTED. GARAGE LIABILITY COVERAGE MUST BE SHOWN).
  - c. “Location” on certificate must show **exact** name and address as shown on application.
  - d. “Certificate Holder” must be listed as: State Board of Used Motor Vehicle Dealers  
237 Coliseum Drive, Macon, GA. 31217
5. **Photographs, working telephone and sign:**
  - a. Must show established place of business. Established place of business means a sales room or sales office in a building **or** on an open lot of a retail used car dealership **or** at which a permanent business of bartering, trading, offering, displaying, selling, or buying is carried on, **or** at a place of business at which the books, records and files necessary to conduct such business are kept. **NOTE:** O.C.G.A. § 43-47-2(3)
  - b. At each designated sales location there shall be a working LAND LINE telephone listed in the licensee's trade name and where the licensee maintains appropriate signage whereby a reasonable consumer would know the business of used car sales is taking place.
6. **Seminar Attendance:** You are required to attend a pre-licensing seminar. See mandatory Board approved seminars on website.

7. **You must apply for a State Sales Tax Number** with the Revenue Department. The telephone number is (404) 417-4490. Sales tax number or copy of sales tax application must be attached. After you have been issued your Used Motor Vehicle Dealers License, you must contact the Master Dealers Tag office at (404) 362-6500.
8. **Fingerprint-based criminal background check.** Register at [www.ga.cogentid.com](http://www.ga.cogentid.com) for fingerprinting at an approved GAPS service site. If you prefer, you may register by calling Cogent Systems at 1-888-439-2512. **When registering, the ORI number to use when prompted is GA922400Z. The Verification Code is 922400Z.**
9. **Applicants applying as a corporation or partnership** need to read Board Rules 681-12-.01 and 681-12-.02. Board Rules are available for review on our website, [www.sos.ga.gov/plb/usedcar](http://www.sos.ga.gov/plb/usedcar).
10. **If you have answered, "YES"** to question #5 on the application, you must attach a list of any and all convictions including the date(s) and place(s) of conviction(s) and arrest(s) AND CERTIFIED COPIES OF THE COURT DISPOSITION(S).
11. **A Used Car Auction Company** applicant must submit an application, appropriate license fee (see fee schedule) \$35,000 surety bond, photograph of the business location, fingerprint processing by a GAPS print site, attend the seminar and meet all other requirements of the law and rules.
12. **Incomplete applications are returned to the applicant.** No action will be taken until all information has been provided. In order to process applications in a timely manner, **please do not contact the Division office for three (3) weeks after submitting the application. You should check our License Verification page on the website frequently to determine if your license has been issued during this three-week period.** Normally, you should either have your license, or your application returned to you for completion by three weeks from the date you submitted the application.

**Before mailing application STOP and REVIEW the following Check List: Remember an application will not be considered received until it is complete.**

1. Did you answer every question on your application?
2. Is your application signed and notarized?
3. Did you include the ORIGINAL \$35,000 Surety Bond? Did you sign the Bond?
4. Is the name on the surety bond the same as on the application?
5. Did you include your ORIGINAL Certificate of Insurance?
6. Is the name & address on your Certificate of Insurance the same as the application?
7. Does the "Certificate Holder" have the board name and address?
8. Did you submit proof of your pre-license seminar attendance?
9. Did you submit a copy of your sales tax application or submit the sales tax number?
10. Did you have your fingerprints processed at an approved GAPS service site?
11. Have you included pictures of your business and sign?
12. Do the pictures show the entire business and sign?
13. Did you submit the required license fee?
14. Have you obtained certification by the local zoning authority?

APPLICATIONS THAT ARE NOT COMPLETE AND DO NOT HAVE ALL OF THE ABOVE ATTACHMENTS WILL NOT BE PRESENTED FOR BOARD REVIEW, BUT RETURNED FOR THE MISSING ITEMS. ONLY COMPLETE APPLICATIONS ARE PRESENTED FOR REVIEW.

If you have any questions concerning this application or application process, you may contact the Division at (478) 207-2440 or write:

STATE BOARD OF REGISTRATION OF USED MOTOR VEHICLE DEALERS  
& USED MOTOR VEHICLE PARTS DEALERS  
USED MOTOR VEHICLE DEALERS DIVISION  
237 COLISEUM DRIVE  
MACON, GEORGIA 31217

**Georgia State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers**

**Used Motor Vehicle Dealers Division**

**FEE SCHEDULE**

\* Application fees should be payable to the Used Motor Vehicle Dealer Board

<b>INITIAL LICENSURE</b>	
Application Fee (Non-Refundable)	<b>\$170.00</b>
Supplemental License Application Fee - For Additional Lot (Non-Refundable)	<b>\$170.00</b>
Penalty Fee - For Operating Business Prior to Receiving Licensure (in addition to license fee)	<b>\$250.00</b>
<b>LICENSE RENEWAL FEES</b>	
<b>**Licenses expire on March 31 of Even Years**</b>	
License Renewal Fee (Non-Refundable)	<b>\$150.00</b>
Late License Renewal Fee- Received Between April 1 and May 31 of the Renewal Year (Non-Refundable)	<b>\$250.00</b>
Reinstatement of License - Required After May 31 of the Renewal Year (Non-Refundable)	<b>\$420.00</b>
**Note: Any license which has not been renewed on or before June 1 of the renewal year will be administratively revoked. Reinstatement of an expired license will require a new application and reinstatement fee. Reinstatement is at the board's discretion.	
<b>MISCELLANEOUS FEES</b>	
Name/Address Change (Fee for Printing New License)	<b>\$25.00</b>
Duplicate License Fee	<b>\$25.00</b>
License Verification Letter	<b>\$25.00</b>
Fee for Electronic Roster of Licensed Used Motor Vehicle Dealers - By Email or CD-ROM (Excel Format)	<b>\$100.00</b>

## **APPROVED PRE-LICENSE AND CONTINUING EDUCATION SEMINAR PROVIDERS**

**COMPLETION OF THE SEMINAR IS MANDATORY PRIOR TO OBTAINING INITIAL LICENSE AND PRIOR TO RENEWAL OF LICENSE.**

**CONTACT THE SEMINAR PROVIDER FOR INFORMATION ON LOCATION, DATE, TIME, AND FEES ASSOCIATED WITH THE CLASSES**

**\*\*PRE-REGISTRATION MAY BE REQUIRED\*\***

### **RICK ABERNATHY SEMINARS**

**770.974.3838**

**770.974.7966 FAX**

### **WAYNE REAVES AUTO SCHOOL**

**770.819.0025**

**770.941.5135 FAX**

### **RON WIDENER USED MOTOR VEHICLE DEALERS SCHOOL**

**[www.ronwidener.com](http://www.ronwidener.com)**

**770.819.0025**

**770.941.5135 FAX**

### **GIADA**

### **GEORGIA INDEPENDENT AUTO DEALERS ASSOCIATION**

**[www.giada.org](http://www.giada.org)**

**770.745.9650**

**770.745.9655 FAX**

GEORGIA STATE BOARD OF REGISTRATION OF USED MOTOR  
VEHICLE DEALERS & USED MOTOR VEHICLE PARTS DEALERS  
USED MOTOR VEHICLE DEALERS DIVISION  
237 COLISEUM DR, MACON, GA 31217  
TELEPHONE: 478.207.2440  
www.sos.ga.gov/plb/usedcar

Rev 02/23/09

<b>DO NOT WRITE IN THIS SECTION</b>
RECEIPT # _____
AMOUNT _____
APPLICANT # _____
INITIAL _____ DATE _____

### APPLICATION FOR USED MOTOR VEHICLE DEALER LICENSE

**APPLICATION IS BEING MADE FOR (CHECK APPROPRIATE BOX):**

NEW APPLICANT  AUCTION COMPANY  
 REINSTATEMENT OF LICENSE #UCAR \_\_\_\_\_  LICENSE FOR ADDITIONAL LOT  
 CHANGE OF DESIGNEE ( REQUIRES LETTER OF RELEASE FROM FORMER DESIGNEE OR CORP OFFICER)

**TRADE NAME/DBA NAME:** \_\_\_\_\_

**LIST FEI #:** \_\_\_\_\_

PERSON AUTHORIZED AS LICENSEHOLDER FOR THE DEALER(DESIGNEE)

(THIS PERSON MUST BE AUTHORIZED ON THE APPROPRIATE FORM, ATTEND SEMINAR, & HAVE FINGERPRINTS PROCESSED)

RESIDENCE ADDRESS OF LICENSEE/DESIGNEE \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

GENDER:  MALE  FEMALE DATE OF BIRTH : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NO.\*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I AM A U.S. CITIZEN

\*THIS INFORMATION IS AUTHORIZED TO BE OBTAINED & DISCLOSED TO STATE & FEDERAL AGENCIES PURSUANT TO O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 1001.

I AM NOT A U.S. CITIZEN, BUT AM A QUALIFIED ALIEN UNDER THE FEDERAL IMMIGRATION & NATURALIZATION ACT, & I AM LAWFULLY PRESENT IN THE UNITED STATES. (COMPLETE & SUBMIT ATTACHED FORM WITH REQUIRED DOCUMENTATION)

**MAILING ADDRESS (Address used to mail the license and renewal notices):**

ADDRESS \_\_\_\_\_ SUITE NUMBER \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

(TO BE USED FOR NOTIFICATIONS FROM THE BOARD)

**PHYSICAL LOCATION ADDRESS (Address will appear on license and online):**

STREET ADDRESS (P.O. Box Not Acceptable) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_ BUSINESS TELEPHONE \_\_\_\_\_

**THE FOLLOWING QUESTIONS MUST BE ANSWERED BY THE PERSON AUTHORIZED AS DESIGNEE FOR THE BUSINESS (IF BUSINESS IS A SOLE PROPRIETORSHIP, OWNER MUST COMPLETE QUESTIONS)**

- 1. LIST YOUR SALES TAX NUMBER \_\_\_\_\_, OR ATTACH A COPY OF YOUR SALES TAX REGISTRATION APPLICATION.
- 2. IS ANOTHER BUSINESS OPERATED AT THE LOCATION LISTED ON THIS APPLICATION? IF SO, EXPLAIN: \_\_\_\_\_ 

YES	NO
- 3. HAS THE DESIGNEE OR ANYONE ELSE HOLDING AN OWNERSHIP OR FINANCIAL INTEREST IN THIS BUSINESS PREVIOUSLY BEEN LICENSED AS AN INDEPENDENT USED MOTOR VEHICLE DEALER, OR EVER HELD AN INTEREST IN AN INDEPENDENT USED MOTOR VEHICLE DEALERSHIP? IF SO, PROVIDE NAME OF THE PERSON, BUSINESS AND PERIOD OF LICENSURE: \_\_\_\_\_ 

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- 4. HAS THE DESIGNEE OR ANYONE HOLDING AN OWNERSHIP OR FINANCIAL INTEREST IN THIS BUSINESS EVER HAD A LICENSE REVOKED, SUSPENDED, OR OTHERWISE SANCTIONED BY ANY BOARD OR AGENCY, OR EVER BEEN DENIED ISSUANCE OF, OR, PURSUANT TO DISCIPLINARY PROCEEDINGS, REFUSED RENEWAL OF A LICENSE BY ANY BOARD OR AGENCY IN GEORGIA OR OTHER STATE? IF SO, ATTACH EXPLANATION, IDENTIFYING THE PERSON. 

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- 5. HAS THE DESIGNEE OR ANYONE HOLDING AN OWNERSHIP OR FINANCIAL INTEREST IN THIS BUSINESS EVER BEEN CONVICTED OF A CRIME, PLED NOLO CONTENDERE TO A CRIME, OR RECEIVED FIRST OFFENDER TREATMENT FOR A CRIME? IF SO, ATTACH A COMPLETE LIST OF ALL CONVICTIONS, NOLO CONTENDERE PLEAS, OR CRIMES FOR WHICH YOU HAVE RECEIVED FIRST OFFENDER TREATMENT, DETAILING DATES AND LOCATIONS WHERE SUCH CONVICTIONS, NOLO PLEAS, OR FIRST OFFENDER TREATMENTS OCCURRED, **INCLUDING CERTIFIED COURT DISPOSITIONS. FAILURE TO PROVIDE COMPLETE AND TRUE INFORMATION AS REQUESTED ALLOWS THE BOARD TO REFUSE TO GRANT A LICENSE(O.C.G.A. § 43-1-19(a)(2)). FAILURE TO PROVIDE COMPLETE AND TRUE INFORMATION, IF SUCH RESULTS IN THE GRANTING OF A LICENSE, ALLOWS THE BOARD TO IMMEDIATELY SUSPEND THAT LICENSE(O.C.G.A. § 43-47-8(1)).**

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**AFFIDAVIT**

THE UNDERSIGNED SWEARS OR AFFIRMS THAT ALL INFORMATION CONTAINED IN THE WITHIN APPLICATION FOR A USED MOTOR VEHICLE DEALER LICENSE IS TRUE AND CORRECT IN EVERY RESPECT, AND THAT A MATERIAL MISREPRESENTATION IN THIS APPLICATION WILL BE GROUNDS FOR DENIAL OF THE APPLICATION AND CRIMINAL PROSECUTION AS PROVIDED BY LAW. THE UNDERSIGNED ALSO UNDERSTANDS THAT THE RECORDS REQUIRED BY THE BOARD MUST BE MAINTAINED FOR A PERIOD OF THREE (3) YEARS AND MADE AVAILABLE AT ALL TIMES FOR INSPECTION.

STATE OF GEORGIA  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER, OR DESIGNEE, IF PARTNERSHIP OR CORPORATION

SUBSCRIBED AND SWORN TO BEFORE ME THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
DATE

**OWNERSHIP/RELATIONSHIP INFORMATION (COMPLETE ONLY ONE SECTION)**

**SOLE PROPRIETORSHIP**

OWNER NAME: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_  
STREET(NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

**CORPORATIONS & LIMITED LIABILITY COMPANIES**

**LEGAL NAME OF BUSINESS:** \_\_\_\_\_

DATE REGISTERED WITH GA SECRETARY OF STATE: \_\_\_\_\_

**LIST PRINCIPAL OFFICERS**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_  
STREET(NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_  
STREET(NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_  
STREET(NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

**PARTNERSHIPS**

**LIST PARTNERS**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_  
STREET(NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_  
STREET(NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_  
STREET(NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

**AFFIDAVIT OF AUTHORIZATION OF THE DESIGNEE  
FOR A CORPORATION OR LIMITED LIABILITY COMPANY**

**PLEASE PRINT NAMES**

I, \_\_\_\_\_, HEREBY NAME  
PRESIDENT OR SECRETARY OF CORPORATION OR LLC

\_\_\_\_\_  
NAME OF DESIGNEE LISTED ON PAGE 1 OF APPLICATION

AS THE DESIGNATED AGENT FOR THE CORPORATION THAT APPEARS ON THIS APPLICATION FOR LICENSURE. THIS AFFIDAVIT GIVES THE DESIGNEE ALL RIGHTS AND RESPONSIBILITIES OF A LICENSE HOLDER ON BEHALF OF THE CORPORATION OR LLC AND SHALL PROVIDE THAT ACTIONS OR OMISSIONS OF THE CORPORATION OR LLC, ITS OFFICERS, MEMBERS, EMPLOYEES, AGENTS, ASSIGNS, OR DESIGNEES IN VIOLATION OF THE USED MOTOR VEHICLE DEALERS ACT OR IN VIOLATION OF THE USED MOTOR VEHICLE DEALERS BOARD RULES SHALL SUBJECT THE LICENSE HOLDER AND THE CORPORATION OR LLC TO ANY SANCTIONS WHICH MAY BE IMPOSED UNDER THE USED MOTOR VEHICLE DEALERS ACT OR UNDER THE USED MOTOR VEHICLE DEALERS BOARD RULES.

WE UNDERSTAND THAT, SHOULD THE DESIGNATED AGENT TERMINATE EMPLOYMENT OR OTHERWISE BECOME UNAUTHORIZED TO HOLD THE LICENSE, AN APPLICATION WILL BE REQUIRED TO CHANGE THE DESIGNEE.

**SIGNATURES**

\_\_\_\_\_  
PRESIDENT OR SECRETARY OF CORPORATION OR LLC

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DESIGNEE OF CORPORATION OR LLC

\_\_\_\_\_  
DATE

STATE OF GEORGIA

COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

SEAL



**AFFIDAVIT OF AUTHORIZATION OF THE DESIGNEE**

**FOR A PARTNERSHIP**

**PLEASE PRINT NAME**

WE, THE BELOW NAMED PARTNERS, HEREBY NAME

\_\_\_\_\_  
NAME OF DESIGNEE LISTED ON PAGE 1 OF APPLICATION

AS THE DESIGNATED AGENT FOR LICENSURE OF THE BUSINESS THAT APPEARS ON THIS APPLICATION FOR LICENSURE. THIS AFFIDAVIT GIVES THE DESIGNEE ALL RIGHTS AND RESPONSIBILITIES OF A LICENSE HOLDER ON BEHALF OF THE CORPORATION AND SHALL PROVIDE THAT ACTIONS OR OMISSIONS OF THE PARTNERSHIP, ITS PARTNERS, EMPLOYEES, AGENTS, ASSIGNS, OR DESIGNEES IN VIOLATION OF THE USED MOTOR VEHICLE DEALERS ACT OR IN VIOLATION OF THE USED MOTOR VEHICLE DEALERS BOARD RULES SHALL SUBJECT THE LICENSE HOLDER AND THE PARTNERSHIP TO ANY SANCTIONS WHICH MAY BE IMPOSED UNDER THE USED MOTOR VEHICLE DEALERS ACT OR UNDER THE USED MOTOR VEHICLE DEALERS BOARD RULES.

WE UNDERSTAND THAT, SHOULD THE DESIGNATED AGENT TERMINATE EMPLOYMENT OR OTHERWISE BECOME UNAUTHORIZED TO HOLD THE LICENSE, AN APPLICATION WILL BE REQUIRED TO CHANGE THE DESIGNEE.

**SIGNATURES**

_____ PARTNER	_____ DATE	_____ DESIGNEE	_____ DATE
_____ PARTNER	_____ DATE		

STATE OF GEORGIA  
COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS  
\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_

SEAL

**GEORGIA STATE BOARD OF REGISTRATION OF USED MOTOR VEHICLE DEALERS  
& USED MOTOR VEHICLE PARTS DEALERS  
237 COLISEUM DRIVE  
MACON, GA 31217  
478.207.2440  
FAX 866.888.8026  
www.sos.ga.us/plb/usedcar**

**ZONING CERTIFICATION**

**THIS IS TO CERTIFY THAT**

**DEALERSHIP NAME**

**OWNER(S)**

**STREET ADDRESS**

**CITY**

**STATE**

**ZIP CODE**

**IS PROPERLY ZONED TO OPERATE THE PROPOSED USED MOTOR VEHICLE DEALER/BROKER  
ESTABLISHMENT IN THE COUNTY/CITY OF**

\_\_\_\_\_ **AND THAT CURRENT ZONING**

**STANDARDS WILL ALLOW A PERMANENT SIGN ON THE PROPERTY THAT APPRISES CONSUMERS OF THE  
DEALERSHIP.**

\_\_\_\_\_  
**SIGNATURE OF ZONING COMMISSIONER**

\_\_\_\_\_  
**PRINT NAME OF ZONING COMMISSIONER**

**SWORN TO AND SUBSCRIBED BEFORE ME THIS**

\_\_\_\_\_ **DAY OF** \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
**NOTARY PUBLIC**

**MY COMMISSION EXPIRES** \_\_\_\_\_

**NOTARY SEAL**



**STATE BOARD OF REGISTRATION OF USED MOTOR VEHICLE DEALERS  
& USED MOTOR VEHICLE PARTS DEALERS  
USED MOTOR VEHICLE DIVISION  
STATE OF GEORGIA  
BOND**

**BOND NUMBER:** \_\_\_\_\_ **COUNTY** \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS**

That we, \_\_\_\_\_, as Principal, and

\_\_\_\_\_ as surety, are held and firmly bound unto **HIS EXCELLENCY**, Governor of Georgia, and his successors in office in the just sum of **THIRTY-FIVE THOUSAND AND NO/100 (\$35,000) DOLLARS**, for the use and benefit of any purchasers of any used motor vehicle and their vendees or successors in title, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors and assigns, each and every one of them, jointly and severally, by these presents.

It is further understood and agreed that this bond is for a period beginning on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and ending on the 31<sup>st</sup> day of March, \_\_\_\_\_.

Whereas, the above bound \_\_\_\_\_, Principal and Dealer, has made application to the State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers for a license as a used motor vehicle dealer in accordance with the laws governing the used motor vehicle dealers of the State of Georgia:

**NOW THEREFORE**, the conditions of this obligation are such that if the above bound Principal shall comply with the conditions of any written contract or written warranty by such dealer or his agent, made in connection with the sale or exchange of any motor vehicle and shall pay all loss, damages, and expenses that may be sustained by any purchasers of any used motor vehicle and their vendees or successors in title by reason of any fraudulent misrepresentation as to liens against or titles to any used motor vehicle then the bond is to be void, otherwise it is to remain of full force and effect.

It is agreed that this bond is executed pursuant to and in accordance with the provisions of O.C.G.A. Section 43-47-8(g) et seq. Governing the registration of used motor vehicle dealers and used motor vehicle parts dealers in Georgia, and is intended to be and shall be construed to be a bond in compliance with the requirements thereof.

**IN WITNESS WHEREOF**, the Principal and Surety have caused these presents to be duly signed and executed under seal, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Licensee (Principal)

\_\_\_\_\_  
Surety – Name of Company

\_\_\_\_\_  
Address

Countersigned:

\_\_\_\_\_  
Resident Agency

\_\_\_\_\_  
By Attorney-in-Fact

**IMPORTANT: BOND MUST BE SIGNED – POWER OF ATTORNEY MUST BE ATTACHED**

**CANCELLATION CLAUSE** – “No licensee shall cancel, or cause to be cancelled, a bond issued pursuant to the Code Section unless the Board is informed in writing by a certified letter at least 30 days prior to the proposed cancellation.” O.C.G.A. Section 43-47-8(i)



**The Office of Secretary of State**  
**Professional Licensing Boards Division**  
237 Coliseum Drive  
Macon, Georgia 31217-3858  
478-207-2440

**DOCUMENTATION TO DETERMINE QUALIFIED ALIEN STATUS**

**Note: Please indicate below which documentation you will submit to show proof you are a qualified alien under the Federal Immigration and Naturalization Act.**

**Alien Lawfully Admitted for Permanent Residence:**

- \_\_\_\_\_ - INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card")
- \_\_\_\_\_ - Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94

**Asylee:**

- \_\_\_\_\_ - INS Form I-94 annotated with stamp showing admission under §208 of the INA
- \_\_\_\_\_ - INS Form I-688B (Employment Authorization Card) annotated "27a.12(a) (5)"
- \_\_\_\_\_ - INS Form I-766 (Employment Authorization Document) annotated "A5"
- \_\_\_\_\_ - Grant letter from the asylum office of INS
- \_\_\_\_\_ - Order of an immigration judge granting asylum

**Refugee:**

- \_\_\_\_\_ - INS Form I-94 annotated with stamp showing admission under §207 of the INA
- \_\_\_\_\_ - INS Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"
- \_\_\_\_\_ - INS Form I-766 (Employment Authorization Document) annotated "A3"
- \_\_\_\_\_ - INS Form I-571 (Refugee Travel Document)

**Alien Paroled Into the U.S. for at Least One Year:**

- \_\_\_\_\_ - INS Form I-94 with stamp showing admission for at least one year under §212(d) (5) of the INA

**Alien Whose Deportation or Removal Was Withheld:**

- \_\_\_\_\_ - INS Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (10)"
- \_\_\_\_\_ - INS Form I-766 (Employment Authorization Document) annotated "A10"
- \_\_\_\_\_ - Order from an immigration judge showing deportation withheld under §241 (b) (3) of the INA

**Alien Granted Conditional Entry:**

- \_\_\_\_\_ - INS Form I-94 with stamp showing admission under §203 (a) (7) of the INA
- \_\_\_\_\_ - INS Form I-688B (Employment Authorization Card) annotated "274a.12 (1) (3)"
- \_\_\_\_\_ - INS Form I-766 (Employment Authorization Document) annotated "A3"

**Cuban/Haitian Entrant:**

- \_\_\_\_\_ - INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6
- \_\_\_\_\_ - Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with the code CU6 or CU7
- \_\_\_\_\_ - INS Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under §212(d) (5) of the INA

**Alien Who Has Been Battered or Subjected to Extreme Cruelty:**

- \_\_\_\_\_ - INS petition and appropriate supporting documentation

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date