



12 STEPS TO GETTING YOUR DEALER LICENSE

1 PRE-LICENSE CERTIFICATE OF COMPLETION

Complete a Pre-License course with an approved license school. Register Online at www.FIADA.com, www.F-A-D-S.com. or call 850-385-2712.

COMPLETED

2 BUSINESS CORPORATE STRUCTURE

Determine what your business structure will be, such as a corporation or LLC. We recommend working with a licensed professional such as an attorney, CPA or accountant.

COMPLETED

3 FEDERAL EMPLOYER I.D. NUMBER

Obtain Federal Employer I.D. Number or Social Security Number and Affidavit. Go online to www.IRS.gov (or) call or visit a local IRS office.

COMPLETED

4 APPROVE PROPERTY LOCATION

The dealership location must meet specific location requirements and be approved by a DMV Compliance Examiner.

COMPLETED

5 SALES TAX NUMBER

Secure a State of Florida Sales Tax Registration Number. Go online to http://floridarevenue.com/Forms_library/current/dr1.pdf to download the form.

COMPLETED

6 SURETY BOND AND GARAGE LIABILITY INSURANCE

This Garage Liability Policy coupled with an automobile policy for at least \$25,000 along with PIP Personal Injury Protection of \$10,000.

COMPLETED

7 FINGERPRINTS

Electronic fingerprinting may only be obtained from an approved vendor. Scan this code with your device to see the list.



COMPLETED

8 DEED/CONTRACT

A deed needs to be in the name of the dealership, not you. A contract is between the dealership and the landlord.

COMPLETED

9 SIGN

Sign must be installed prior to submitting application. The sign must include the days and hours the business is open, and the sign must be visible from the roadway.

COMPLETED

10 PHOTOS

Take photos of your dealership's entrance, parking area and spaces for your application.

COMPLETED

11 DMV AUTO DEALER LICENSE APPLICATION

Complete Florida DMV Auto Dealer License Application. The DMV application fee is \$300.00 and can be found at <https://www.flhsmv.gov/pdf/forms/86056.pdf>

COMPLETED

12 PERMITS

Once your application is complete, ensure that you have proper permits from the state, county, and city for your business.

COMPLETED

12 STEPS TO GETTING YOUR DEALER LICENSE

1 PRE-LICENSE CERTIFICATE OF COMPLETION

Not sure if you should take the on-line class or in person class?

In-person

- A live course provides updated information to the ever changing requirements as they become available. Experienced, state approved instructors guide you through the educational two-day course that includes information about legislative issues, title and tag paperwork and personalized answers to your dealership questions.
- Often there are guest speakers

Complete a Pre-License course with an approved licensed dealer training school. This Pre-License certificate is required to obtain your dealer's license in the state of Florida. The certificate of completion from the pre-license class is valid for 6 months.

- Register Online at www.FIADA.com / www.F-A-D-S.com or call 850-385-2712
- Choose an In-Person or Online Pre-License Course
 - 2-day in-person course (\$155.00) List of class dates and locations
 - Online course (\$199.00)

Note 1: the statute says only one owner, officer, principal or full time employee in a responsible management position need take the course and obtain a certificate. If you are serious about a future in this business, we strongly recommend having all staff take this course.

Note 2: The statute says Franchise and Wholesale license only require taking one day of the class (\$85). Even if you fall into this category, it is in your best interest to take both days because you are still responsible for all elements covered.

from the Division of Motorist Services, the auction and various dealership related vendors with information for immediate and future bottom line use.

- Unlike an online course we speak to you and with you.

Online

- The online course consists of online readings and a 100+ multiple choice test.
- Anyone may take this course, but it is recommended for those who already have experience in the auto industry.

2 BUSINESS CORPORATE STRUCTURE

We recommend working with a licensed professional such as an attorney, CPA or accountant to determine what the structure of your business should be. Options include: CORPORATION: S or C; LLC; LLP; SOLE PROPRIETOR; or PARTNERSHIP (Sole Proprietors working in partnership)

- If Corporation, a copy of Corporate Charter, Articles of Incorporation, and Minutes Reflecting Current Officers are required.
- If Limited Liability Company, Articles of Organization and Operating Agreement are required.
- If Partnership, a Partnership Agreement is required.
- If using a Fictitious Trade Name or "DBA" (does business as), a copy of the filing with the Secretary of State is needed. (available online at <http://www.sunbiz.org>)

3 FEDERAL EMPLOYER I.D. NUMBER

- Obtain Federal Employer I.D. Number or Social Security Number and Affidavit.
- www.IRS.gov (or) call or visit a local IRS office

4 APPROVE PROPERTY LOCATION

The dealership location must meet specific location requirements and be approved by a DMV Compliance Examiner from your Regional DMV Office. You will need to include a copy of your lease or proof of ownership with your application.

- Location Requirements:
 - May not operate from your personal home residence
 - Office must be a minimum of 100 square feet
 - Must have enough parking spaces for the number of anticipated cars
 - If sharing building, must have separate entrance and separate address
 - Principle business must be sales
- Verify that a dealership is allowed at your desired location. Ask:
 - Can there be a dealership at that address or inside an area? If the answer is yes then also ask what is required by Code Enforcement.
 - Does that governing agency have licensing requirements?
 - What about Sign Ordinances?
 - Does City Hall have their own requirements?
 - Does the County Courthouse have their own requirements?
- When you're ready, contact your local Division of Motorist Services (DHSMV DMS) Compliance Officer/Inspector and make an appointment for an initial location inspection: https://www.flhsmv.gov/pdf/dealerservices/ms_regional_offices.pdf

5 SALES TAX NUMBER

Secure a State of Florida Sales Tax Registration Number. This can be obtained from the State of Florida, Department of Revenue, online at http://floridarevenue.com/Forms_library/current/dr1.pdf

Instructions on completing the form can be found at http://floridarevenue.com/Forms_library/current/dr1n.pdf

6 SURETY BOND AND GARAGE LIABILITY INSURANCE

Obtain a Garage Liability Policy coupled with an automobile policy for at least \$25,000 along with PIP Personal Injury Protection of \$10,000. Contact one of FIADA's preferred insurance providers for a quote:

- All American Bonds and Insurance; Dealers Insurance Services, LLC; Williams & Stazzone Insurance Agency, Inc.: <https://www.fiada.com/page/PreferredPartners>
- Original \$25,000 surety bond, HSMV form 86020 (<http://www.flhsmv.gov/dmv/forms/BFO/86020.pdf>); or a letter of credit, HSMV form 86057 (<http://www.flhsmv.gov/dmv/forms/BFO/86057.pdf>).

7 FINGERPRINTS

Electronic fingerprinting may only be obtained from an approved vendor. Contact the Florida Department of Law Enforcement for your ORI number. A receipt is needed with your application.

- Fingerprints and applicable fees. (roughly \$60.00 per person).
- Approved Fingerprint providers can be found online at: <http://www.fdle.state.fl.us/Criminal-History-Records/Documents/ApplicantLivescanService-ProvidersVendors.aspx>

8 DEED/CONTRACT

A deed needs to be in the name of the dealership, not you. A contract is between the dealership and the landlord.

- If you own the property personally then you are also the landlord and need to register with the Department of Revenue for a sales tax number.

9 SIGN

Sign must be installed prior to submitting application. The sign must include the following:

- Days and hours posted
- Be visible from the roadway
- The sign image and dimensions must be provided to the compliance coordinator in advance

10 PHOTOS

Take photos of your dealership to include with your application.

- Dealership Entrance
- Display
- Parking area and spaces

11 DMV AUTO DEALER LICENSE APPLICATION

- Complete Florida DMV Auto Dealer License Application. Application available at <https://www.flhsmv.gov/pdf/forms/86056.pdf>
- DMV fee: \$300.00 for each main location. Make check payable to DHSMV.

12 PERMITS

Once your application is complete, ensure that you have proper permits from the state, county, and city for your business.

- State of Florida Permits
- City Hall
- County Courthouse

OTHER

Your Division of Motorist Services Compliance Officer/Examiner may request additional clarifications and/or supporting documentation.

- There may be others specific to dealership chosen avenues of pursuit.
- Additional licensing and/or permits may need to be added later.



JOIN THE FIADA

Only you can set the goals. The FIADA is here to help you realize and work towards those goals.

