

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.

To be considered for review, complete applications must be received in the Division office. Incomplete applications will delay processing. 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 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.
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 delay processing.** No action will be taken until all information has been provided. In order to process applications in a timely manner, **please allow 25 business days for processing 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 you should receive a deficiency letter, 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. 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

INITIAL LICENSURE	
Application Fee (Non-Refundable)	\$170.00
Supplemental License Application Fee - For Additional Lot (Non-Refundable)	\$170.00
LICENSE RENEWAL FEES	
Licenses expire on March 31 of Even Years	
License Renewal Fee (Non-Refundable)	\$150.00
Late License Renewal Fee- Received Between April 1 and May 31 of the Renewal Year (Non-Refundable)	\$250.00
Reinstatement of License - Required After May 31 of the Renewal Year (Non-Refundable)	\$420.00
**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.	
MISCELLANEOUS FEES	
Duplicate License Fee (may be ordered online, or duplicate license printed free online)	\$25.00
License Verification Letter	\$25.00
Fee for Electronic Roster of Licensed Used Motor Vehicle Dealers - By Email or CD-ROM (Excel Format)	\$100.00

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****

GIADA
GEORGIA INDEPENDENT AUTO DEALERS ASSOCIATION
www.giada.org
770.745.9650
770.745.9655 FAX

RON WIDENER USED MOTOR VEHICLE DEALERS SCHOOL
www.ronwidener.com
770.819.0025
770.941.5135 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 12/04/13

DO NOT WRITE IN THIS SECTION
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

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.*: ____ - ____ - _____

*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.

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

ADDRESS SUITE NUMBER

CITY STATE ZIP CODE COUNTY TELEPHONE TO CALL FOR INSPECTION

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
<input type="checkbox"/>	<input type="checkbox"/>

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:

<input type="checkbox"/>	<input type="checkbox"/>
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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.

<input type="checkbox"/>	<input type="checkbox"/>
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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)).**

<input type="checkbox"/>	<input type="checkbox"/>
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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

AFFIDAVIT

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Registration of Used Motor Vehicle Dealers & Used Motor Vehicle Parts Dealers, and I agree to abide by these laws and rules, as amended from time to time.

I also understand that if I have made a false statement on the application, or if I am found to have been convicted of a felony and have not had all of my civil rights restored pursuant to the law, **the Board may suspend my registration without a prior hearing.** I shall be entitled to a hearing after the suspension of my registration.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

- 1) _____ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver’s license, passport, or other document as indicated on pages 7 and 8 of the application.**

- 2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

STATE OF GEORGIA
COUNTY OF _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS
_____ DAY OF _____, _____

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

SIGNATURE OF DESIGNEE

PRINT NAME

DATE

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

**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 31st 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)