

**REQUIREMENTS FOR LICENSE - MOTOR VEHICLE DEALER or AUCTION**

Access this form via website at: [www.state.hi.us/dcca/areas/pvl](http://www.state.hi.us/dcca/areas/pvl)

**APPLICATION & SUPPORTING DOCUMENTS**

**APPLICATION**

Complete the attached application form. Type or print legibly in dark ink. If applicant is a partnership, all partners must sign. Applicants are subject to requirements in effect at time of filing.

- **Failure to provide all the requested information will delay the processing of your application.**

**SELF-INSPECTION REPORT**

Applicant must **ATTACH** a self-inspection report which includes a written description of the premises, including a drawing of your site showing measurements of all facilities, including the boundaries of the proposed premises and sanitary facilities on plans. Do not submit blueprints.

**PHOTOGRAPHS**

**ATTACH** photographs of proposed premises including your building's display area (minimum of 3 display stalls where you can display at any one time at least three motor vehicles having an average wheel base of 90 inches), your office (inside and out), your sign (or if unavailable, a rendering of what sign will look like), and sanitation facilities.

If you intend to share space with other businesses, your display stalls must be clearly marked with the applicant's name as stated on application.

**Photographs must be clearly labeled on separate sheets of paper.**

**RENTAL or LEASE AGREEMENT**

**ATTACH** copy of lease or rental agreement for the site. The lease or rental agreement shall be for a minimum term of one (1) year from the date application is submitted, provide the terms of the agreement and be signed by both parties. The name and address on the lease or rental agreement must be the same name and address as provided on the application form. If your lease is a sublease under a master lease, also submit written authorization from the landlord that the sublease is allowed.

**LINE OF CREDIT**

Obtain an inventory or flooring line of credit from a federally insured financial institution or from a financing source having a net worth of at least \$50 million. **ATTACH** a copy of the financing statement (UCC-1) or security agreement filed at the Bureau of Conveyances, State of Hawaii Department of Land and Natural Resources, securing the line of credit along with your letter of credit.

New Vehicle Dealer .....	\$500,000
or amount required in applicant's Dealer Sales and Service Agreement, whichever is less.	
Used Vehicle Dealer.....	\$50,000
Motorcycle-Scooter Dealer.....	\$50,000

**BOND**

When an inventory or flooring line of credit cannot reasonably be obtained, the board may accept a surety bond for one of the following amounts:

- (1) \$200,000 for new vehicle dealers selling ten or more new motor vehicle units a month on an annual basis;
- (2) \$50,000 for new vehicle dealers selling less than ten new motor vehicle units per month on an annual basis;
- (3) \$100,000 for used motor vehicle dealers selling sixty or more motor vehicle units per month on an annual basis;
- (4) \$25,000 for used motor vehicle dealers selling less than sixty units a month on an annual basis; and
- (5) \$10,000 for motorcycle and motor scooter dealers.

**FINANCIAL STATEMENT**

**ATTACH** completed bond form.

**ATTACH** a current financial statement (not more than a year old) prepared and signed by a public or certified public accountant holding a current permit to practice. If applicant is an individual or partnership, attach personal financial statement(s) and one of the partnership.

**FEES**

**ATTACH** the appropriate fee. Make check payable to: COMMERCE & CONSUMER AFFAIRS.

If applying between July 1, even-numbered years and June 30, odd-numbered years, pay:

New Vehicle Dealer – Honolulu .....	\$910
<i>(Application - \$50*, License fee – \$375, CRF - \$110, 1/2 Renewal - \$375)</i>	

**FEES**  
**(Cont'd)**

Used Vehicle Dealer & Motorcycle-Scooter – Honolulu .....	\$460
<i>(Application - \$50*, License fee - \$150, CRF - \$110, 1/2 Renewal - \$150)</i>	
New Vehicle Dealer – Islands.....	\$535
<i>(Application - \$50*, License fee - \$187.50, CRF - \$110, 1/2 Renewal \$187.50)</i>	
Used Vehicle Dealer & Motor-Scooter – Islands.....	\$310
<i>(Application - \$50*, License fee - \$75, CRF - \$110, 1/2 Renewal - \$75)</i>	
Auction - All Counties.....	\$760
<i>(Application - \$50*, License fee - \$300, CRF - \$110, 1/2 Renewal - \$300)</i>	

If applying between July 1, odd-numbered years and June 30, even-numbered years, pay:

New Vehicle Dealer – Honolulu .....	\$480
<i>(Application - \$50*, License fee - \$375, CRF - \$55)</i>	
Used Vehicle Dealer & Motorcycle-Scooter – Honolulu .....	\$255
<i>(Application - \$50*, License fee - \$150, CRF - \$55)</i>	
New Vehicle Dealer – Islands.....	\$292.50
<i>(Application - \$50*, License fee - \$187.50, CRF - \$55)</i>	
Used Vehicle Dealer & Motorcycle-Scooter – Islands.....	\$180
<i>(Application - \$50*, License fee - \$75, CRF - \$55)</i>	
Auction - All Counties.....	\$405
<i>(Application - \$50*, License fee - \$300, CRF - \$55)</i>	

**Note: One of the numerous legal requirements that you must meet in order for your new license to issue is the payment of fees as set forth in this application. You may be sent a license certificate before the payment you sent us for your required fees is honored by your bank. If your payment is dishonored, you will have failed to pay the required licensing fee and your license will not be valid, and you may not do business under that license. Also, a \$25.00 service charge shall be assessed for payments that are dishonored for any reason.**

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

**FRANCHISES**  
**(NEW DEALER ONLY)**

**ATTACH** photocopies of the Dealer's Sales and Service Agreement from the manufacturer or distributor attesting that the applicant is authorized to sell or distribute such new motor vehicles in the respective county.

**ENTITY REGISTRATION**  
**CORPORATION/**  
**PARTNERSHIP/LLC OR**  
**LLP APPLICANT**

If the application is for a corporation, partnership, LLC or LLP, we will require the following proof to show that the entity is properly registered with the Business Registration Division (BREG), Department of Commerce and Consumer Affairs, State of Hawaii, P.O. Box 40, Honolulu, HI 96810. Contact them at (808) 586-2727 or visit their website at: [www.businessregistrations.com/home.html](http://www.businessregistrations.com/home.html) to order Certificates of Good Standing, forms, etc.

If the entity has been registered in this state for LESS THAN ONE (1) YEAR, **ATTACH** a "filed-stamped" copy of the document filed with BREG; or, the same certificate mentioned below.

If the entity has been registered in this state for MORE THAN ONE (1) YEAR, **ATTACH** a current "Certificate of Good Standing" or "Certificate of Qualification" issued not more than 1 year ago.

**TRADENAME**

If applicant will be using a trade name, **attach** a **current** "filed stamp" copy of the "**Application for Registration of Trade Name**" approved by the Business Registration Division, You may contact them at (808) 586-2727.

**ZONING COMPLIANCE**

To verify whether your proposed premise complies with the respective county ordinance(s), contact the county where your premise is located:

City and County of Honolulu  
Department of Planning & Permitting  
650 So. King St., Honolulu, HI 96813  
Phone: 768-8252

County of Maui  
Planning Department  
Kalana Pakui Bldg.  
250 S. High St., Suite 200, Wailuku, HI 96793  
Phone: 270-7253

County of Kauai  
Planning Department  
444 Rice St., Suite 473  
Lihue, HI 96766  
Phone: 241-6677

County of Hawaii  
Planning Department  
**East HI:** Aupuni Center, 1010 Pauahi St., Suite 3, Hilo, HI 96720  
Phone: 961-8288

**West HI:** Hanama Place, 75-5706 Kuakini Hwy., Suite 109, Kailua-Kona, HI 96740  
Phone: 327-3510

**REPAIR FACILITIES  
(NEW DEALER ONLY)**

Repair dealers are required to be registered with the Motor Vehicle REPAIR Industry Board as a motor vehicle repair dealer in compliance with Chapter 437B, Hawaii Revised Statutes.

If you have no repair facilities of your own and will be having your work done by a reputable garage, **ATTACH** a certification letter from such garage.

**SALESPERSON  
EMPLOYED**

**ATTACH** a completed transfer form or new salesperson's application with dealer's application. Not applicable to sole owner and partnership.

**ADDRESS OF BOARD**

Mail all required items to:

*Motor Vehicle Industry Licensing Board  
DCCA, PVL Licensing Branch  
P.O. Box 3469  
Honolulu, HI 96801*

*or*

*Deliver to office location at:  
335 Merchant St., Rm. 301  
Honolulu, HI 96813  
Phone No. (808) 586-3000*

**Instructions for "Yes" Answers to Questions (5) through (8) of the Application for License (MOVE-02)**

- A. The following documentation must be submitted with the license application. Applications for license will not be considered without this material.
  - 1. Questions 5, 6, and 7 refer to complaints, charges of unlicensed activity, or pending disciplinary actions for any profession, occupation, or license, both motor vehicle and those other than motor vehicle. If your answer is "yes" to one or more of these questions, read paragraph "B" below, **AND** you must **submit** the following:
    - i. A statement signed by you explaining the circumstances; and
    - ii. Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents;
  - 2. If your application indicates a criminal conviction, read paragraph "B" below, and you must **submit** the following:
    - i. A statement signed by you explaining the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended.
    - ii. A copy of the court order, verdict, and terms of sentence; and
    - iii. If applicable, a copy of the terms of probation and/or parole and a notarized statement from your probation or parole officer as to your compliance with the court orders;

**Instructions for "Yes" Answers to Questions (5) through (8) of the Application for License (MOVE-02)  
(Cont'd)**

- iv. A current criminal history record check in your name, which you may obtain from the Hawaii Criminal Justice Data Center. Contact the Department of the Attorney General, Hawaii Criminal Justice Data Center, Kekuaano'a Building, 465 S. King Street, Rm. 101, Honolulu, HI 96813. Ph: (808) 587-3100 or visit their website at: [www.hawaii.gov/hcjdc](http://www.hawaii.gov/hcjdc) to request a "Criminal History Record Check" form.

**Note:** If your criminal conviction occurred in a state or states other than Hawaii, a current criminal history record check will be required from each state **AND** Hawaii. Contact the local authority or board in each state for their forms, instructions and fees on obtaining criminal history record checks.

- B. If you answered "yes" to any of the questions (5) through (8), your application will be reviewed at a Motor Vehicle Industry Board meeting if you have provided all applicable information and documents as described above. The Board will not review incomplete applications. If you wish to present oral testimony at the meeting, submit a written request with your application

**REQUIREMENTS FOR LICENSE – AUCTION**

**LINE OF CREDIT**

Obtain a secured line of credit in the amount of \$100,000 from a federally insured financial institution or from a financing source having a net worth of at least \$50 million.

**CUSTOMER TRUST  
ACCOUNT**

Submit written statement from a federally insured financial institution verifying that the applicant has a customer trust account for the auction with that institution.

**APPLICATION, FLOOR  
PLAN, LEASE OR RENTAL  
AGREEMENT, FINANCIAL  
STATEMENT, FEES, AND  
CORPORATE APPLICANT**

**SAME AS DEALER'S REQUIREMENTS.**

**MAINTENANCE OF LICENSE**

**BIENNIAL RENEWAL**

All licenses, regardless of issue date, are subject to renewal on or before June 30 of each EVEN-NUMBERED year. Notices of renewal are mailed approximately 6 weeks prior to the expiration date. If a notice is not received, contact the board's office.

**BRANCH OFFICE**

File a separate application for each branch office within each county.

**CHANGES**

Notify the board and file all appropriate applications when required, for all changes affecting the license such as business location, business name, branch office locations, franchises obtained/terminated and salesperson terminated.

**LAWS & RULES**

A copy of Chapter 437, Hawaii Revised Statutes and Chapter 86, Hawaii Administrative Rules, may be obtained by submitting a written request to: Motor Vehicle Industry Licensing Board, *Commerce & Consumer Affairs, P.O. Box 3469, Honolulu, HI 96801*. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Law should be read in conjunction with the above statutes.

The laws and rules are also posted on our website at: [www.hawaii.gov/dcca/areas/pvl](http://www.hawaii.gov/dcca/areas/pvl). Look under "Motor Vehicle Industry".

**ABANDONMENT  
OF APPLICATION**

Pursuant to HRS §436B-9 your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or (2) failure to complete any additional requirements for licensure that remain after approval of your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application was approved, or (3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process. If an application is deemed abandoned the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

**APPLICATION FOR LICENSE-MOTOR VEHICLE DEALER or AUCTION**

Read the "Requirements for License" before completing this form.

Check type of license applying for:

- New Vehicles - Honolulu
- New Vehicles - Neighbor Islands
- Used Vehicles (includes new motorcycle-scooter with franchise agreement(s)) - Neighbor Islands
- Used Vehicles (includes new motorcycle-scooter with franchise agreement(s))
- Motorcycle-Scooter Only - Honolulu
- Motorcycle-Scooter Only - Neighbor Islands
- Auction - All Counties

Name of Applicant (Give name of corporation, partnership, individual, LLC or LLP First-Middle-LAST):

Trade Name (if any used):

Principal Business Location (street address, city, state and zip code):

Mailing Address (ONLY if different from above)

Check the type of BUSINESS ENTITY:

- Individual (sole owner)
- Corporation  Partnership
- Limited Liability Company
- Limited Liability Partnership

Check only one county where business will be:

- Honolulu  Maui
- Hawaii  Kauai

FOR BOARD USE ONLY

- fees  BREG
- flr plan  BOND
- lease  Self-Insp. Report
- cr ltr  Photos
- UCC1  AUC/CTA
- franchise  AUC/CTA
- repair facility
- F/S

DATES: To Exec.  
Board mtg. approval

License No.: \_\_\_\_\_ Date Licensed: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**New Dealer Only**-(check one):

- Own repair facilities RD # \_\_\_\_\_
- To be done by garage RD # \_\_\_\_\_

New Vehicle Dealer only: FRANCHISES	<b>List Make(s) and attach copy of Dealer's Sales and Service Agreement(s):</b>			

Answer all questions. Circle the appropriate response. Questions 1 through 8 refer to the applicant, to any officer or director of the corporation, to any manager or member of the LLC, or to any partner of the partnership or LLP. **If any response to questions 5 through 8 is "YES", refer to the instructions for additional documents that must be submitted with this application.**

- 1) Are you at least 18 years of age? ..... YES NO
- 2) Are you a U.S. citizen a U.S. national, or an alien authorized to work in the U.S. ? ..... YES NO
- 3) Was this location previously occupied by a new or used car dealership? ..... YES NO  
If yes, name of previous dealership \_\_\_\_\_
- 4) Has applicant, officers, partners, managers or members of the entity previously applied for a license to deal in motor vehicles?..... YES NO  
If yes, where? \_\_\_\_\_  
If yes, give date and result of such application: \_\_\_\_\_
- 5) Has applicant and/or partners, and/or officers, and/or directors, and/or managers, and/or members of the entity ever been guilty of a fraudulent act in connection with selling or dealing in motor vehicles? ..... YES NO
- 6) Has applicant and/or partners, and/or officers, and/or directors, and/or managers, and/or members of the entity ever had a license suspended, revoked or otherwise subject to disciplinary action? ..... YES NO
- 7) Are there any pending disciplinary actions in any jurisdiction against you?..... YES NO
- 8) Has applicant and/or partners and/or officers and/or directors and/or managers and/or members of the entity during the past 20 years ever been convicted of a crime in which the conviction has not been annulled or expunged? ..... YES NO

Appl..... 366..... \$50      ½ Renewal .....330..... \$375/\$150/\$187.50/\$75/\$300  
 Lic ..... 368..... \$375/\$150/\$187.50/\$75/\$300      Service Charge .....BCF..... \$25  
 CRF..... 367..... \$55/\$110

	Name	Residence Address (include apt. no., city, state and zip code)	Phone Number	Social Security No.	
CORPORATION, PARTNERSHIP, LLC or LLP	President, Partner, Manager or Member				
	Vice-President, Partner, Manager or Member				
	Secretary, Partner, Manager or Member				
	Treasurer, Partner, Manager or Member				
SALESPERSONS TO BE EMPLOYED	Name	License No.	Residence Address (include apt. no., city, state and zip code)	Social Security No.	
EMPLOYMENT HISTORY (Individual)	Dates (mo/yr)		Name & Address of Employer	Occupation or Title	Reason for Leaving
	From	To			

**AFFIDAVIT OF APPLICANT (read carefully before signing):**

I/we, certify that the statements, answers and representations made in this application and in the documents submitted are true and correct. I/we, as an individual/an officer/a partner/a manager/a member, have authority to sign this application and to make the statements contained herein. I/we certify that our premise is in compliance with Chapter 437, Hawaii Revised Statutes and Chapter 86, Hawaii Administrative Rules and that I/we have verified with the respective county that the premise is zoned to conduct motor vehicle dealer activity.

I/we, further certify that there are no other individuals engaged in the selling, displaying, offering for sale, or dealing in motor vehicles other than those listed as "Salespersons to be Employed".

I/we understand that any misrepresentation is grounds for refusal or subsequent revocation or license and is a misdemeanor (Sections 710-1017, Sections 436B-19 and Section 437-28, Hawaii Revised Statutes).

\_\_\_\_\_ Date

\_\_\_\_\_ Print Name

Signature \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Print Name

Signature \_\_\_\_\_

Title \_\_\_\_\_

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000, to submit your request.

**BOND FORM – MOTOR VEHICLE DEALER LICENSE**

Motor Vehicle Industry Board  
Department of Commerce and Consumer Affairs  
PVL Licensing Branch  
P.O. Box 3469  
Honolulu, HI 96801  
[www.hawaii.gov/dcca/areas/pvl](http://www.hawaii.gov/dcca/areas/pvl)

**INSTRUCTIONS FOR FILING:**

1. Complete **all** sections of form as required.
2. **Both** applicant **and** surety must complete and **notarize** form.
3. Failure to submit a completed form will delay processing of your license.
4. Attach Power of Attorney if applicable.

**BOND NO.** \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS:**

THAT WE, \_\_\_\_\_,  
(Name of Sole Proprietor or Entity)

of the County of \_\_\_\_\_, State of Hawaii, as Principal, and \_\_\_\_\_  
(Name of Surety)

registered and authorized to do business in the State of Hawaii as Surety, are held and firmly bound unto the Treasurer (County) and the Motor Vehicle Industry Licensing Board, State of Hawaii, as Obligees, in the penal sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) lawful money of the United States of America, for the payment of which to the Obligees, well and truly to be made, we do hereby bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**THE CONDITIONS OF THIS OBLIGATION ARE AS FOLLOWS:**

THAT, WHEREAS, the above bounden Principal has been granted a license, under the provisions of Chapter 437, Hawaii Revised Statutes, as amended, to conduct and engage in the business of selling at retail or wholesale or negotiating for the purchase of motor vehicles in the County of \_\_\_\_\_, State of Hawaii.

NOW, THEREFORE, if the Principal shall faithfully and truly comply with the said provisions of Chapter 437, Hawaii Revised Statutes, as amended, as the same now is or may hereafter be amended and with such valid regulations as may be promulgated by the Board pursuant to the said provisions of Chapter 437, Hawaii Revised Statutes, as amended, and shall not be guilty of fraud in connection with the selling, purchasing, negotiating for the purchase of or otherwise dealing with motor vehicles or any other property related thereto, shall satisfy all judgments rendered against him based in whole or in part upon any representation or warranties made in connection with any retail sale or negotiation for the purchase of a motor vehicle, and shall protect the Treasurer (County) and any purchaser of any vehicle or any person acquiring any lien thereon or successor in interest of any said person against any loss on account of any (1) defect in or undisclosed encumbrance upon the title of any motor vehicle registered by the Treasurer (County) in reliance upon any certificate, affidavit, or other representation of the Principal, or (2) registration or transfer of registration procured by the Principal, then this obligation shall be void; otherwise, this obligation shall be and remain in full force and effect.

AND, as provided in Chapter 437, Hawaii Revised Statutes and Section 16-86-12, Hawaii Administrative Rules, as amended, the Board, Director of Commerce and Consumer Affairs, or the Treasurer (County), or any person who has been or claims to have been injured by the breach of the above-mentioned conditions shall have a right of action to recover on this bond, plus a reasonable attorney's fee, to be allowed by the court, incurred to procure the recovery under this bond, but the aggregate liability of the Surety to all such persons shall in no event exceed the amount of this bond.

AND, the Surety, herein named, may cancel this bond and be relieved of any further liability hereunder by giving thirty (30) days notice in writing of its desire to do so to the Obligees, the Principal, and if the Principal is licensed as a salesperson or broker's agent, to his employer.

IN WITNESS WHEREOF, we, the Principal and the Surety, have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, A. D. 20\_\_\_\_\_.

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Principal: \_\_\_\_\_

Notary Public, State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_

By: \_\_\_\_\_  
Its \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Surety: \_\_\_\_\_

Notary Public, State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_

By: \_\_\_\_\_  
Its \_\_\_\_\_