

**GUIDELINES TO APPLY FOR A  
MOTOR VEHICLE MANUFACTURERS LICENSE**  
K69 - REV. 10-2020

STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
DEALERS AND REPAIRERS UNIT  
[dmv.dr@ct.gov](mailto:dmv.dr@ct.gov)

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Complete the Application for Business License (K-7) and submit this completed application to the Department of Motor Vehicles, Dealers and Repairers unit, with the following items.

1. A copy of the last annual financial report or the current balance sheet.
2. A certified copy of the current warranty given to the purchaser (required for each make of vehicle). **A certified statement is acceptable.**
3. A Copy of the franchise agreement. (distributor agreement is acceptable).
4. A list of current Connecticut franchised dealers.
5. A list of franchised distributors in Connecticut. (If not applicable, explain).
6. A certified copy of delivery and preparation obligations required of dealers and distributors. (If not applicable, explain).
7. An affidavit stating rates paid to the dealer for labor under preparation and warranty obligations. (If not applicable, explain).
8. A schedule of dealer personnel training. (If not applicable, explain).
9. A certification of conformance with state and federal statutes.
10. A list of people to be contacted at the home office by DMV personnel regarding customer complaints, warranty work, franchise agreements, etc. with telephone numbers.
11. A letter stating that a supply of replacement parts for vehicles sold in this state will be available to meet anticipated demand.
12. A current product brochure of every model you offer for sale in Connecticut.

13. Trade name papers, if applicable.
14. A license fee ---\$2300.00 biennial
15. K196 form (Notice of termination of franchise notification) see attached.
16. K197 form. (Replacement Parts statement) See attached.
17. K26 form. (Business license personnel list) See attached. Include a copy of a valid driver license.
18. K198 form (Agent for service, agent must reside in the state of Connecticut.) See attached.
19. If an out of state business, a certificate of good standing, from the state your business is licensed.
20. K9A form Signed by the **Principal Officer** (Requirement for Certification of Conformity with state and federal Statutes.)
21. K9B form – Signed by a **Licensed Engineer** (Certificate of Conformity with state and federal statutes.)

License and registration fees will expire biennially on the last day of **June**.