**PROCEDURE FOR OBTAINING A CONNECTICUT**
**AUTOMOTIVE OR ELECTRIC LOW SPEED DEALER OR REPAIRER LICENSE**
K-36
REV 07-2026

STATE OF CONNECTICUT
**DEPARTMENT OF MOTOR VEHICLES**
*DEALERS AND REPAIRERS LICENSING UNIT*
*60 STATE STREET, WETHERSFIELD, CONNECTICUT 06161-0001*
*Contact us at* DMV.DR@CT.GOV

**INSTRUCTIONS: All information on this application must be completed or forms will be sent back to the applicant for completion**.

**APPLICATION FOR AUTOMOBILE OR ELECTRIC LOW SPEED DEALER'S OR REPAIRER'S LICENSE (K-7)**

SECTION 1 - Business Information: Must be completed by the applicant and must provide the following information:

**Type of License**: The type of license being applied for must be checked

**Name Under which Business is to be Conducted:** This is the legal licensed name of the business and all corresponding documents in regards to the license MUST reflect this name.

**Full Address of Location for which License is requested:** This is the EXACT address where business will be conducted. In addition, all records pertaining to business must be maintained at this location for inspection for a period of two (2) years. **NOTE:** If you are requesting a license for more than one (1) location a separate application for each location must be submitted.

**Mailing Address, if different from Location Address:** This is where all documentation and letters from the DMV will be sent.

**The Business holds a Factory Franchise to sell the following makes(s) of Vehicle(s) at the above Location - NEW AND ELECTRIC LOW SPEED DEALER ONLY:** A listing of the make(s) of vehicles(s) must be recorded on the application. In addition, for all new and electric low speed dealers, a franchise certificate/letter must be on file with the DMV for all makes listed for the location.
The title, name, home address, telephone number, date of birth, and sex of all owners, partners, principal officers and members must be provided.

**Certification:** The application must be signed by owner, partner, managing member or authorized officer in the presence of a notary.

**SECTION 2 - To Be Completed by Leasing Companies Only**

**SECTION 3 - Certificate of Approval for Proposed Location New/Used Dealers and Repairers Only:** Must be completed by authorized official in the city or town in which the location is proposed. Including Zoning Official, Building Official and Fire Marshal.

**Copy of Drivers License:** Each owner listed on the K-7 application as well as one mechanic listed on the K-8 form must provide a copy of their drivers license.

**SITE DRAWING**

A site drawing (81/2 X 11 recommended) of the proposed location must be prepared. This drawing must be prepared in accordance with the License Application Drawing Specifications (K-93).

**WASTE OIL DISPOSAL CERTIFICATE LETTER**

This certificate must be obtained from a waste oil transporter that is approved and registered with the CT Department of Environmental Protection. The certificate must list name and address of the dealership or repairer. The Dealership or repairer shop must have a waste oil retention tank with a minimum capacity of 250 gallons.

The applicant may request an exemption from this requirement pursuant to 14-63-27.

**TRADE NAME CERTIFICATE FROM TOWN CLERK**

A trade name certificate is required whenever a person, firm or corporation does business under a name different from the sole proprietor, partners or officers. The trade name certificate must show the signature of the town or city clerk in the municipality in which the licensee will do business. If the applicant is a Corporation or LLC a Certificate of Existence from the Office of Secretary of State will be required, in addition to the trade name certificate. The trade name (dba) must appear on all documents submitted for the license.

**VEHICLE STORAGE RATES REQUIREMENT APPLICATION (K-89)**

This form must be on file with the DMV listing all information in relation to vehicle storage (i.e., operating hours, type of security, number of vehicles which may be stored, etc.) if a wrecker is operated or if vehicles will be towed into the location.

**SALES TAX PERMIT**

A clear copy of your CT State Sales Tax Permit must be submitted with your application (K-7). A permit must be obtained by contacting the State of CT Department of Revenue Services, 450 Columbus Blvd, Ste 1 Hartford, CT 06103-1837. The information on the Sales tax permit needs to match the location and business address.

**INSURANCE CERTIFICATE**

A CT Financial Responsibility Insurance Certificate (Form R1325e) must be submitted with each application. An original of this form must be received and must indicate the number of plates, (even if the quantity is zero) being insured. Electric low speed dealer licenses must indicate zero. An e mailed copy of this form is acceptable as long as it is sent directly from the insurance company/carrier.

## LICENSE INSPECTION APPLICATION (K-8)

**Section 1-6 of the License Inspection Application Must be Completed by the Applicant.**

**Section 1 Business and Management Information:** This must be completed with business name, address, phone number, etc.

**Section 2A Personnel Information:** Must list all personnel (by name) responsible for handling DMV complaints, repairs and sales for the business.

**Section 2B - Personnel / Owner Information:** Must list the names of all certified personnel. In addition, a copy of any certificates or credentials (indicating expiration dates) issued to listed personnel.

CT MV Regulations require at least one mechanic fully qualified to properly service the vehicles sold or repairer with a thorough knowledge of the product sold or serviced. If the mechanic is an employee, the mechanic must be employed at the licensed location.

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**LICENSE INSPECTION APPLICATION (K-8) - (con't)**

Section 2C - Personnel Information: This section must be completed by all owners, partners, members, corporate officers and at least one of the listed mechanics.

**NOTE:** All applicants for licensing by the DMV will have their prior experience verified by the Department.

For all applicants with experience in this state, a phone call may be made to the prior employers confirming employment and duties performed.

**Section 3 Site / Office Information:** This section must be completed with information in relation to the property where the license will be located. The minimum requirements for each type of license is as follows:

1. **GENERAL :** A building adequate to receive at least one (1) motor vehicle for repairs with a suitable office and storage space for parts and accessories.

2. **USED CAR DEALER:** An area for the display of used cars with a repair department capable of accommodating at least two (2) motor vehicles simultaneously for the purpose of repair and/or inspection along with a suitable office in which business may be conducted.

   The requirements for this subsection may be waived for second and subsequent licenses, provided the location for which license is applied is adjacent to a location licensed by such application under Section 14-52, C.G.S.

3. **NEW AND ELECTRIC LOW SPEED DEALER:** An area for the display and storage of new and used motor vehicles with a repair department capable of accommodating at least two (2) motor vehicles for the purpose of repair and/or inspection and an office and parts department suitable to conduct business. Each applicant for a new car dealers license must also hold a contract (franchise) from the manufacturer or importer, properly licensed
   by the State of Connecticut, for each make of vehicle offered for sale. This contract must be certified by each such manufacturer or importer and submitted to the DMV.

4. **Office Information and Repairer Service Information:**
   Depending on the type of license being applied for there are certain documents, required signs, requirements and repair information required. The following is a list of documents, required signs and requirements for each license type:

5. **All Dealers will be required to Complete the below forms to demonstrate proper use:**

- Sales orders
- Delivery Sales invoices
- Federal Odometer Statements
- Buyers guide stickers
- Estimate order and your provisions for documenting oral authorization
- Waiver of estimates
- Repair orders
- K208

**The following items are not applicable to electric low speed dealers:**

- Supplemental ID cards for plate use
- Loan agreements (dealer plates)

**Sections 4 and 4A are not applicable to Low Speed Dealer Applicants**

**Section 4 Initial Plate Request:**

Used Dealer's and Repairer's applications can request up to 3 plates upon initial request. Insurance certificate R1325e is required even when NO plates are requested.

**Section 4A SX Plate Request if Applicable:**

Gross vehicle weight is required for each SX plate requested for new & used dealers only.

**Repairers will be required to complete the below forms to demonstrate the proper use:**

- Repair orders
- Waiver of estimates
- Loan agreements (repairer plates)
- Supplemental ID cards for plate use
- Estimate order and your provisions for documenting oral authorization

In addition, if performing towing you will be required to have a tow record (invoices) and be knowledgeable in the proper methods to dispose of abandoned vehicles.

All licensees must have the proper tools and equipment to perform repairs and safety checks.

The following signs must be displayed at the business location for each type of license.

| PHOTO OF EACH REQUIRED SIGN | NEW CAR DEALER | USED CAR DEALER | REPAIRER | LOW SPEED |
|---|---|---|---|---|
| Lemon Law (Auto Dispute Program) signs must be posted in the service area | **Required** | | | **Required** |
| VIN etching cost sign | **Required** | **Required** | | |
| Dealer Conveyance Fee sign | **Required** | **Required** | | **Required** |
| Customer Rights sign | **Required** | **Required** | **Required** | **Required** |
| Labor and Storage Price Sign | **Required** | **Required** | **Required** | **Required** |
| Customer Chooses Repair Shop Sign | **Required** | **Required** | **Required** | **Required** |

All Dealers and Repairers are required to have a picture of the following signs:

- Post business hours on customer entry door
- Waste oil tank with capacity
- Front of building showing bays
- Tools and equipment
- Office
- Floor Drains

**Section 5 Notarization:** The section must be completed in the presence of a notary. Each applicant listed on the K-7 **MUST COMPLETE.**

**DEEP COMPLIANCE CERTIFICATION FORM WITH WASTE OIL LETTER**

If you have open floor drains within your facility, visit the following DEEP website and complete the online submission form:

http://portal.ct.gov/deep/water-regulating-and-discharges/industrial-wastwater/industrial-wastewater/pretreatment-program/general-pretreatment-permit-for-non-significant-industrial-user-discharges

Include a copy of the PDF in your application as proof of submission.

**SURETY BOND**

A surety bond must be submitted with each application (K-7). The type of license will determine the surety bond amount

| Type of License | Bond Amount |
|---|---|
| NEW and USED CAR | $60,000 |
| REPAIRER AND LOW SPEED DEALER | $25,000 |
| LEASING | $15,000 |

The name and address on the bond must exactly match the business name and address that appears on the Application (K-7).

**K-200 CERTIFICATE OF FILING ETCHING OF VIN**

C.G.S. 14-99h requires each new or used car dealer to offer the option of VIN etching form **K-200**, a new or used dealer may also offer the service of marking component parts with the complete VIN number (this service not required by law). A certificate of filing for the cost of this option must be on file with the DMV and must be listed on the purchase orders.

**NEW AND ELECTRIC LOW SPEED DEALERS ONLY**

**Franchise Appointment Certificate:** This certificate/letter must state the full business name and address of the dealership, the specific product that the dealer is authorized to sell and if it is a new or replacement dealer. It must reflect that all dealers in the relevant market area were properly notified. C.G.S. 42-133dd is the reference.

**Dealer Agreement and Standard Provision:** A copy of the Dealer Agreement and Standard Provisions is required to be submitted with your application (K-7) or before the license is Issued. This form is obtained from the manufacturer.

**LLC or CORPORATION**

**Certificate of existence:** This is obtained from the Secretary of State office.

**Corporate/Company Agent for Service of Process** as registered with Secretary of State form to be completed and submitted with application. (K198)

**LLC ONLY**

**Copy of Operating Agreement** as defined in 34-202 as referenced in 34-144. Reference Public Act 97-70 Section 4 content.

**Copy of Articles of Organization and all Amendments** as defined in 34-101 and referenced in 34-144.

**NON REFUNDABLE $140.00 FEE MUST BE PAID UPON RECEIPT OF APPLICATION**

**$140.00 Application fee (License fees - 2 year license only).**

| Transaction | Fee |
|---|---|
| New Car Dealer License | $700.00 |
| Used Car Dealer License | $560.00 |
| Repairer License and Low Speed Dealer | $340.00 |

**FEES TO BE PAID AFTER FINAL APPROVAL (prior to license being issued):**

Plate fees will be collected upon approval of business license.

| Transaction | Fee |
|---|---|
| Dealer or Repairer Plate | $140.00 per plate |
| Safety Plate Fee | $ 5.00 per plate |

***DMV IS ACCEPTING PAYMENTS BY PHONE AND WILL CONTACT YOU UPON APPROVAL OF YOUR BUSINESS LICENSE.**