

ORIGINAL FACILITY APPLICATION

FOR ASSISTANCE WITH THE COMPLETION OF THIS APPLICATION OR INFORMATION ON BUSINESS REQUIREMENTS PLEASE VISIT DMV.NY.GOV

DMV USE ONLY					
Tracking #		County	Zip Code		
Facility #	Facility Name				

ALL APPLICANTS: PLEASE READ CAREFULLY

This is the business type that you applied for. Complete all 5 pages of this form.

∇	Dealer/Transporter in
ν	doolor/transporter in

dealer/transporter information is on page 4

NC	OTE: If you apply for a Ju	ink & Salvage business y	ou must submit form V	S-1JS.					
Р	PART 1 Print name a	nd location of business	s, business e-mail add	ress and phone numb	er below:				
Ви	usiness Name			Business E	-mail Address				
Вι	usiness Street Address (physica	Il location)				Business Phone No. (Area Code)			
Ci	ity		State ZII	D	Cou	nty			
CO	ONTACT: This information	will be used for contact and	correspondence while prod	cessing this application ON	NLY!				
Со	ontact Person (principal of busin	ess)	Title	Contact's E	-mail Address				
Ма	ailing Address					Contact Phone No. (Area Code)			
Cit	ity		State ZII	.	Cou	nty			
P	PART 2 Indivi	ou may only select one dual (complete Section ership (complete Section	A) Corp	business types (Part oration/LLC (complet ernment/Education (co	e Section C)			
SECTION A	INDIVIDUAL (doing business in your legal name) ➤ Proof of business name not required. ✓ Attach a copy (front & back) of the owner's valid driver license. If the owner does not have a driver license, // attach a copy of one of the following: non-driver ID card, passport or resident alien card. Last Name INDIVIDUAL WITH ASSUMED NAME ("doing business as" or DBA name) ✓ Enclose a copy of the business certificate obtained from your County Clerk's office. MI Date of Birth (Month/Day/Year)								
SECI	Residence Address (Include N	lumber and Street)	City	State 2	ZIP	Residence Phone No. (Area Code)			
	Please Sign Name In Full				Driv	er License/Non Driver ID Number			
	the DBA name.	must contain all partners' names and ner's driver license. If a partner does							
	1. Last Name		First		MI	Date of Birth (Month/Day/Year)			
	Residence Address (Inclu	·	City	State Z	ZIP	Residence Phone No. (Area Code)			
ON B	Please Sign Name In Full					Driver License Number			
SECTION	2. Last Name		First		MI	Date of Birth (Month/Day/Year)			
U)	Residence Address (Inclu	•	City	State Z	ZIP	Residence Phone No. (Area Code) ()			
	Please Sign Name In Full					Driver License Number			
	3. Last Name		First		MI	Date of Birth (Month/Day/Year)			
	Residence Address (Inclu	de Number and Street)	City	State Z	ZIP	Residence Phone No. (Area Code) ()			
	Please Sign Name In Full					Driver License Number			

PART 2 (Ownership) CONTINUED FROM PAGE 1

		CORPORATION (Inc., Corp., Ltd.) ➤ #Enclose a copy of the filing receipt issued from the NYS Department of State: (518) 473-2492 or dos.ny.gov								
		CORPORATION WITH ASSUMED NAME ("doing business as" or DBA name)								
		➤ Print corporation name below and denclose a copy of the filing receipt with the assumed name issued from the NYS Department of State:								
		(518) 473-2492 or dos.ny.gov								
		Corporation Name								
		LIMITED LIABILITY COMPANY	(LLC)							
				ent Secretary a	nd Treasurer :	are required (o	ne person i	may he	President S	Secretary and/or
	For Inc., Corp., and Ltd., list corporate officers. President, Secretary and Treasurer are required (one person may be President, Secretary, and/Treasurer). List stockholders and percentage of stock (not required for publicly-traded companies). For LLC, list all managing members. Attach additional pages if needed. Attach a copy of each listed person's driver license. (If any listed person does not have a driver license, attach a copy one of the following: non-driver ID card, passport or resident alien card. (Must include documents to show company is publicly-traded.)								mbers. / Attach attach a copy of	
	1.	Last Name		Fir	st		М	I	Date of Birth	(Month/Day/Year)
		Title (check all that apply)	☐ Secretary	☐ Treasurer	☐ Member	Other				Percentage of Stock
		Residence Address (Include Number and St	reet)	City		State	ZIP	Res	idence Phone	No. (Area Code)
1 2 2 3 4 4		Please Sign Name In Full						Driver L	icense Numbe	er
,	2.	Last Name		Fir	rst		М	I I	Date of Birth	(Month/Day/Year)
		Title (check all that apply)								Percentage of Stock
		☐ President	Secretary	Treasurer	Member	Other				
		Residence Address (Include Number and St	reet)	City		State	ZIP	Res (idence Phone)	No. (Area Code)
		Please Sign Name In Full						Driver L	icense Numbe	er
	3.	Last Name		Fii	st		М	İ	Date of Birth	(Month/Day/Year)
		Title (check all that apply)	☐ Secretary	☐ Treasurer	☐ Member	Other				Percentage of Stock
		Residence Address (Include Number and St	reet)	City		State	ZIP	Res	idence Phone	No. (Area Code)
		Please Sign Name In Full						Driver I) icense Numbe	er
		X								
		EDUCATIONAL FACILITY (Sch	ool, BOCES)							
		> Print Superintendent's name be		nts required for p	roof of busines	s name.				
		Superintendent (Name and I	Phone No.)							
		GOVERNMENT AGENCY (Stat								
	Print Government Official's name below. No documents required for proof of business name.									
Government Official (Name and Phone No.)										
	Ple	ease enter information of supervising e	mployee of facil	ity who may be c	ontacted regard	ling compliance	issues.			
SEC	1.	Last Name		F	First			MI	Date of Bir	th (Month/Day/Year)
		Contact Address (Include Number and Stre	eet)	City		State	ZIP	Co	ntact Phone I	No. (Area Code)
		Email							,	
		Please Sign Name In Full					1-		NI	
		Please Sign Name In Full ✓					l D	river Lice	nse Number	

VS-1D (12/24) PAGE 2 OF 5

FAILING TO ANSWER THE QUESTIONS IN THIS SECTION ACCURATELY MAY RESULT IN THE DENIAL OF YOUR APPLICATION!

PART	3 Complete all sections.						
cei	ve you, or anyone named in Par tification for any of the types be spector numbers. Attach add	elow? 🗖 No	Yes If "YES"				
	Retail Motor Vehicle Dealer, Retail Motor Vehicle Dealer, Wholesale Motor Vehicle Dea Itinerant Vehicle Collector	New Cother Caler C	Dismantler Transporter Boat Dealer Yacht Broker	ATV Dealer Salvage Pool Repair Shop Repair Shop di	□ Qu □ Mo	spection Station ualified Dealer obile Car Crusher jor component scrap	Scrap Collector Scrap Processor Certified Inspector
	arrent facility/certified inspector evious facility/certified inspect						
go ow	ve you, or any person named in vernment-regulated business that ner, partner, corporate officer of 'YES": Specify name and addi	at had its licer stockholder	se, registration or certification or certification for the certification is seen to be seen that the certification is seen to be seen to be seen that the certification is seen to be	fication denied, susp percent of the stock	cended or revo	oked in New York Sta matters now on appe	te? This includes an interest as eal. \square No \square Yes
no	e you, or anyone named in this tified of a pending hearing regularity specify name and address."	arding a DMV	Vehicle Safety issue	d business license, r	egistration or c	certification?	lo Yes
D. Ha	ve you, or any person named in	this applicati	on, or any immediate	family member of the	ose named in th	his application been o	onvicted of, or forfeited bail
for	any misdemeanor or felony a "YES": Name	t any time?		-			th
Co	onviction Date	Penalt	y(Court			
Ex	plain specific nature of offense	<u> </u>		If you have addit	ional offenses	they must be reporte	d on an // attached sheet.
E. Do	pes anyone else have a financia	l interest in y	our business that is no	ot disclosed on this a	pplication?	No Yes	
Au	l applicants, except Inspection thority) or your valid NYS issu erify your ID is valid at https://	ied tax ID nui	nber here:		tax	of Taxation and Finan x.ny.gov or (518)	ce DTF-17A (Certificate of 485-2889
G. Yo	u must provide your Federal E	mployer Iden	tification Number:		D		•
We	orker's Compensation (see wcl						Disability Insurance coverage.
PART	Place of business: Own (complete Section A) // Attach copy of tax bill or deed. The name on the tax bill or deed must match the Business Name in Part 1. Lease (complete Sections A and B) // Attach copy of your lease The name on the tax bill or deed does not match the Business Name listed in Part 1 Sublease (complete Sections A, B and C) // Attach copy of your sublease Pending/Lease (complete Sections A and B) // Attach notarized statement from property owner* Pending/sublease (complete Sections A and B) // Attach notarized statement from property owner*						
	zed statement from the prope	rty owner sta	ating you will have po	ermission to use lo	cation to opera	ate your business (i	
	es) upon application approval	_		ns of the building y	our business	will occupy.	
	applicants must complete Property Owner	this section	I.			Phone No.	Area Code)
Owner M	ailing Address (Include Number and	Street)					
City						State	ZIP
Number	of Years or Months Owned			Is this property zoned	for all of the busi	iness type(s) you are ap	olying for?
renew t	SE NOTE: If any of the lease hat lease. If you do not provid ou are leasing or subleasing	e the required	information with you	hs, $\int \int$ you must provur application, the ap	ride a letter fro oplication will l	om the owner or le be <u>denied</u> .	ssor stating the intention to
Print the	name the lease is in (Lessee Name)				Phone No.	(Area Code)
Business	Address	Cit	у	State	ZIP	Must Have at Least Si Expiration Date	x-Month Lease
	u are subleasing, complet name the sublease is in (Sublessee		on.				(Area Code)
Business		Cit	у	State	ZIP	() Must Have at Least Si Expiration Date	,

VS-1D (12/24) PAGE 3 OF 5

NEW YORK STATE Motor Vehicles

DEALER/TRANSPORTER INFORMATION

Complete #1. Read #2 and #3

1.	Check business type(s) below:
	□ Retail Motor Vehicle Dealer, New (franchised passenger cars, SUVs, light trucks, etc.) – With one or more franchise agreements with one or more registered manufacturers to sell at retail a particular make of <u>new</u> motor vehicle. ∮ You must include a copy of every franchise agreement with your application.
	Number of dealer demonstration plates requested Number of MV-50 books requested
	□ Retail Motor Vehicle Dealer, Other (motorcycles, trailers, used cars, RVs, heavy trucks, etc.) – Engaged in retail or retail with wholesale buying, selling or dealing in motor vehicles, motorcycles, limited use vehicles or trailers of more than 1,000 pounds unladen weight (other than mobile homes).
	Number of dealer demonstration plates requested Number of MV-50 books requested
	☐ Wholesale Motor Vehicle Dealer – Engaged in buying, selling or dealing in motor vehicles, motorcycles or trailers at wholesale ONLY (cannot sell retail).
	Number of transporter plates requested Number of MV-50 books requested
	☐ Boat Dealer – Engaged in buying, selling or trading boats designed to have a motor, and that can be used to transport one or more people across water.
	Number of boat dealer demonstration numbers requested Number of dealer demonstration plates requested
	☐ Transporter – Requiring the limited operation of motor vehicles, motorcycles, limited use vehicles or trailers for the purpose of delivery, repair or improvements. Include a written statement with your application that explains, in detail, your business need for transporter plates.
	Number of transporter plates requested
	☐ ATV Dealer – engaged in buying, selling or trading ATVs.
	☐ Yacht Broker – acts as an agent for either the buyer or the seller of a boat.
2.	All Motor Vehicle Dealers are required to have in place (and filed with NYS DMV) a surety bond, in the appropriate amount, as follows:
	\$20,000 – Retail or Wholesale Motor Vehicle Dealer (other than New) that sold 50 or fewer vehicles during the previous calendar year.
	\$100,000 – Retail or Wholesale Motor Vehicle Dealer (other than New) that sold more than 50 vehicles during the previous calendar year.
	\$50,000 – Retail Motor Vehicle Dealer, New (franchised passenger cars, SUVs, light trucks, etc.)
	Dealers selling only trailers, motorcycles, vehicles over 10,000 pounds, ATVs, boats, snowmobiles, and limited use vehicles are exempt from the bond requirements. Please provide a written and signed statement indicating which vehicle group(s) you intend to exclusively buy, sell, or deal.
	#Form VS-3, Dealer Bond Under New York State Vehicle and Traffic Law Section 415(6-b), must be completed by the surety company. The form (copies accepted), with the surety company's seal, business name, address and signature of owner/partner/corporate officer/managing member, and power of attorney papers must be included with your application.
3.	All Motor Vehicle Dealers must enroll in and use the VERIFI electronic book of registry system. For more information visit www.VERIFINY.com

ALL DEALER REGISTRATIONS (MOTOR VEHICLE, BOAT, TRANSPORTER, AND ATV) see VS-142, Dealer/Transporter Requirements.

Your Original Facility Application is nearly complete.

REMEMBER TO INCLUDE THE FEES ASSOCIATED WITH THIS APPLICATION!

When you submit this application, you must submit a check or money order made payable to the Commissioner of Motor Vehicles.

NOTE: If you are applying to be a Boat Dealer, Yacht Broker or ATV Dealer, the above fee may not be correct. Please contact Vehicle Safety at (518) 474-0919 for the correct fee for your application.

CERTIFICATION

(all applicants must complete this section)

FALSE STATEMENTS ON THIS APPLICATION ARE PUNISHABLE BY LAW AND MAY RESULT IN DENIAL, SUSPENSION, OR REVOCATION OF YOUR BUSINESS CERTIFICATE(S). I certify that I am the owner, partner, officer or managing member of the facility named on this application. I further certify that: The facility applying for registration as a motor vehicle dealership is not a franchisor, manufacturer, distributor, distributor branch or factory branch as defined in section §462 of the New York State Vehicle and Traffic Law, nor is the facility a subsidiary, affiliate, or controlled entity thereof; the facility applying for registration as a motor vehicle dealership is, and will remain, in compliance with all state and local laws and regulations, and it will enroll in and use the VERIFI program if registered as a motor vehicle dealership; and all information provided in this application is true. I understand that making a false statement on this application or submitting any documentation in support of this application that is false may be punishable as a criminal offense.

Name		Date of Birth (Month/Day/Year)
Business e-mail address		
Residence Address (Include Number and Street)	City State	ZIP
Please Sign Name In Full	Title	Date (Month/Day/Year)

PLEASE REVIEW THE REQUIREMENT CHECKLIST(S). YOU MUST MEET ALL REQUIREMENTS TO BE APPROVED.

- > Have you completed the entire application?
- Have you signed the application?
- Have you included your check or money order for the application and registration/licensing fees? (NO STARTER CHECKS ACCEPTED)
- Make your check or money order payable to: Commissioner of Motor Vehicles
- ➤ Return this completed application along with all REQUIRED ATTACHMENTS by mail to:

Vehicle Safety Services Application Unit 6 Empire State Plaza, Room 220 Albany NY 12228-0001

If you need assistance, call the Office of Vehicle Safety Application Unit at 518-474-0919.

Forms are available at dmv.ny.gov

VS-1D (12/24) PAGE 5 OF 5

THE FOLLOWING PAGE(S) ARE INFORMATIONAL

Please review these to ensure you are meeting all the requirements for your business type(s).

These pages do not need to be submitted with your application.



VS-142 (8/24)

DEALER/TRANSPORTER REQUIREMENTS

Information on Dealer/Transporter requirements can be found at dmv.ny.gov/dealers/open-dealership), in Part 78 of the DMV Commissioner's Regulations (dmv.ny.gov/forms/cr78.pdf), and in section 415 of the NYS Vehicle and Traffic Law.

YOU MUST COMPLETE ALL REQUIREMENTS. SEND YOUR DOCUMENTATION FOR REQUIREMENTS 1 THROUGH 10 TO THE ADDRESS SHOWN BELOW. REQUIREMENTS 11 THROUGH 15 MUST BE MET DURING THE INSPECTION OF YOUR SITE. IF YOU DO NOT COMPLETE ALL REQUIREMENTS, THE DMV WILL REJECT YOUR APPLICATION. 1. Complete and manually sign the Original Facility Application. We do not accept stamped or typed signatures. 2. Provide proof of business name: <u>Note</u> - No dealer may use the word "Broker" in their business name unless they are also approved as an "Automobile Broker" or a "Yacht Broker". A retail dealer may not use the word "Wholesale" in their business name. (a) Owners of a Corporation or a Limited Liability Corporation (LLC): Submit a copy of your filing receipt from the New York Department of State's Division of Corporations. Also, write the percentage of stock ownership for each officer on your Original Facility Application. For more information, call the Department of State at (518) 473-2492 or visit dos.ny.gov. (b) Owners in a Partnership or Individual Owners with an assumed business name: You must complete and notarize a "Business Certificate of Assumed Name," also known as a DBA, and then file this certificate with the County Clerk of the county where your business operates. Submit a copy of the filing receipt from the County Clerk with your application. □ 3. Submit a copy of the driver licenses or other government-issued identification for **all** owners and officers or members of the business. 4. Provide your business's New York State Tax Identification number on your Original Facility Application or submit a copy of your Sales Tax Certificate of Authority Form (DTF-17A). For more information, contact the New York State Department of Taxation and Finance at (518) 485-2889 or visit tax.ny.gov. 5. All dealers that sell passenger cars and light trucks must submit a sealed and signed Surety Bond (copies accepted) with power of attorney papers made out to your exact business name and address. Effective 4/08/2017, All Motor Vehicle Dealers* are required to have in place (and filed with NYS DMV) a surety bond in the appropriate amount as follows: \$20,000 - Retail or Wholesale Motor Vehicle Dealer (other than New) that sold 50 or fewer vehicles during the previous calendar year \$100,000 - Retail or Wholesale Motor Vehicle Dealer (other than New) that sold more than 50 vehicles during the previous calendar year \$50,000 - Retail Motor Vehicle Dealer, New (franchised passenger cars, SUVs, light trucks, etc.) * Dealers selling only trailers, motorcycles, vehicles over 10,000 pounds, ATVs, boats, snowmobiles, or limited use vehicles are exempt. ☐ 6. Transporters must submit a statement that explains why they need transporter plates. 7. Dealers that sell new motor vehicles must submit a franchise agreement or letter of intent from the manufacturer. NOTE: Franchisors, manufacturers, distributors, distributor branches or factory branches must not use form VS-1D. New York State Vehicle and Traffic Law section §415-7(f) prohibits the issuance of any certificate of registration to any franchisor, manufacturer, distributor, distributor branch or factory branch as defined in New York State Vehicle and Traffic Law section §462 or any subsidiary, affiliate, or controlled entity thereof. ☐ 8. If you have employees as defined by Workers' Compensation (see wcb.ny.gov), please provide proof of Workers' Compensation and Disability Insurance Coverage. 9. You must pay the fees indicated on your application for your application to be processed. The fees must be paid using checks or money orders payable to Commissioner of Motor Vehicles. Starter checks are not accepted. 10. Submit a copy of the deed, mortgage or receipted tax bill if your business owns the property at the location of your business. If you rent at that location, provide the lease or rental agreement and copy of the deed, mortgage or tax bill from the property owner. If you sublease at that location, provide a copy of the lease and the sublease. If you have a pending lease, attach a notarized statement from the property owner that states you will have permission to use the location to sell motor vehicles upon issuance of a license, and that describes exactly which portions of the building your business will occupy. Once you have completed the requirements in numbers 1 through 10, send your documentation to: Vehicle Safety Services, Application Unit 6 Empire State Plaza, Room 220, Albany, NY 12228-0001 NOTE: The items described in numbers 11-15 must be available to the Automotive Facilities Inspector at the time of inspection. 11. Dealer book of registry (this requirement is met when you enroll in VERIFI); bills of sale that comply with Commissioner's Regulations 78.13; proofs of ownership (titles) for vehicles in stock; warranty forms, odometer statements; a method to lock security items, such as a cabinet or safe that locks. New motor vehicle and qualified dealers must stock at least 10 catalytic converter etching kits. L 12. The place of business must have heat, electricity, a phone (cell phones are acceptable) and a desk. Applicants must have a separate and exclusive mailing address, verified by the United States Postal Service, and exclusive use of their mail receptacle. 13. All retail dealers must have space for the display of at least three vehicles at all times. Transporters and wholesale dealers are exempt from this requirement. 14. Permanently mounted signs as per Commissioner's Regulations 78.26. 15. If there are other businesses at the same location, you need a permanent physical barrier (non-movable wall, fence, landscaping) to separate the display areas, signs, and offices of the different businesses.

Page 1 of 2

DEALER SUPPLY LIST

Your application will not be approved unless the items listed below are available for the Automotive Facilities Inspector, who will visit your facility. If your facility is approved as a dealership, you must sign a VERIFI Facility Participation Agreement.

Ensure that the following items are available for the Automotive Facilities Inspector:

- 1. Book of Registry (this requirement is met when you enroll in VERIFI)
- 2. Bills of Sale
- 3. Odometer Statements (does not apply to ATV or boat dealers)
- 4. Warranty Forms (does not apply to ATV or boat dealers)

You can purchase those items through the following vendors*:

- Automotive Dealer Supplies (518) 463-0084 ext. 2 www.automotivedealersupplies.com
- Fairmount Press (212) 255-2300
- SNYADS Services (518) 463-1148 snyads-services.myshopify.com
- NFADA Wholesale Distributors (716) 631-8510 www.nfadawd.com
- National Coatings (585) 445-7200
- Klute Automotive Dealer Supply [Ryan Klute Owner] (716) 668-0390 www.kluteads.com
- Genesys Systems 888-548-4000 www.policebook.com/nypb/
- SPS Dealer Source (315) 431-0080 email: shop@spsdealersource.com
- Reynolds & Reynolds 800-344-0996 www.reyrey.com/document-services
- * DMV does not endorse these companies or otherwise represent that DMV has any association with, or oversight of, these companies. All forms and items should be checked prior to use to ensure compliance with all applicable NYS DMV statutes and regulations.

Lemon Law contracts and Used Vehicle Buyer's Guides are also available from the vendors shown above.

AFW YORK

VS-142 (8/24) Page 2 of 2