

**DEALER, WHOLESALER, REBUILDER,  
RECONDITIONER REGULATORY LICENSE  
RENEWAL INSTRUCTIONS**

**BEFORE YOU BEGIN**

**MAKE SURE THAT YOU HAVE THE FOLLOWING INFORMATION IN FRONT OF YOU BEFORE YOU ATTEMPT TO REGISTER OR RENEW YOUR REGULATORY LICENSE:**

- 1. ACCESS TO A COMPUTER WITH INTERNET ACCESS AND A VALID E-MAIL ADDRESS.**
- 2. YOUR ORGANIZATION TYPE (SOLE PROPRIETORSHIP, PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, LIMITED LIABILITY CORPORATION OR CORPORATION.**
- 3. YOUR LEGAL BUSINESS NAME, PHYSICAL LOCATION(S), MAILING ADDRESS(ES) AND TELEPHONE NUMBER(S).**
- 4. YOUR (FEIN) FEDERAL EMPLOYEE IDENTIFICATION NUMBER OR (SSN) SOCIAL SECURITY NUMBER. (NOTE) ONLY ENTER SSN IF THERE IS NO FEIN FOR THE BUSINESS.**
- 5. YOUR SALES TAX NUMBER (NEW AND USED CAR DEALERS ONLY).**
- 6. THE NAME(S), SOCIAL SECURITY NUMBER(S), ADDRESS(ES), TELEPHONE NUMBER(S) FOR ALL OWNER(S)/PARTNERS/MEMBERS/CORPORATE OFFICERS/DIRECTORS.**
- 7. A COPY OF THE DRIVER LICENSE OR NON DRIVER IDENTIFICATION CARD FOR ALL OWNERS/PARTNERS/MEMBERS/CORPORATE OFFICERS/DIRECTORS.**
- 8. CURRENT REGULATORY LICENSE NUMBER (RENEWALS ONLY).**
- 9. NUMBER OF NEW AND USED VEHICLES RETAILED AND WHOLESALD DURING THE PAST YEAR (RENEWALS ONLY)**
- 10. A VALID CREDIT CARD.**

## (STEP 1) Computer system checks

- **Make sure you have the latest version of Adobe Reader. It is a free download. There is a link at <https://dealerlicense.mvtrip.alabama.gov>**

Home / Downloads / Adobe Flash Player /

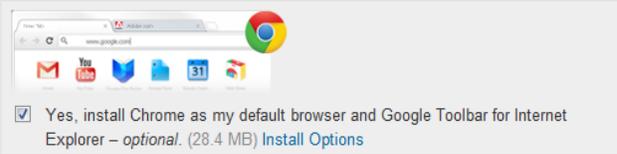
# Adobe Flash Player



**Adobe Flash Player 11.4.402.265** (8.80 MB)

**Your system:** Windows 32-bit , English, MSIE  
[Do you have a different operating system or browser?](#)

**Note:** Beginning with 11.3, the universal 32-bit installer will include the 32-bit and 64-bit versions of the Flash Player.



Yes, install Chrome as my default browser and Google Toolbar for Internet Explorer – *optional*. (28.4 MB) [Install Options](#)

By clicking the Download now button, you acknowledge that you have read and agree to the [Adobe Software Licensing Agreement](#) and the [Google License Agreement](#).

[Download now](#)

Please note, depending on your settings, you may have to temporarily disable your antivirus software.

**RESOURCES**

- [Learn more about Flash Player](#)
- [Flash Player system requirements](#)
- [Distribute Flash Player](#)
- [Google Toolbar privacy policy](#)
- [Learn more about Google Toolbar](#)
- [Google Chrome privacy policy](#)
- [Learn more about Google Chrome](#)

## (STEP 2) Renewal Notice

On August 1, 2013 all dealers will be mailed a Dealer License Renewal Notice. This notice will inform you that your User ID and password will change.

### Dealer License Renewal Notice

User ID: Dealer License Number

Password: P@ssword12345

This notice serves as a reminder to use the Department's electronic filing system to renew your dealer license beginning August 1, 2013. Please note your User ID has been changed and is the first seven (7) characters of your dealer license number (Ex. XXXXXXX). Your password has also been reset and must be changed after you login. If you need assistance, please email us at: [dealerlicense@revenue.alabama.gov](mailto:dealerlicense@revenue.alabama.gov).

### Renewal Instructions:

1. Go to the Dealer License website:  
<https://dealerlicense.mvtrp.alabama.gov>
2. Select *Log In*
3. Enter your User ID (no spaces or dashes)
4. Enter your assigned password (above)
5. Click the *Log In* button
6. Select *Renew License*
7. Update and click the *Save* button for each section
8. Enter your payment information and electronic signature
9. Click the *Submit* button
10. Print the coversheet and documents
11. Mail the required documents & coversheet to the Department

### (Step 3) Login Procedures (<https://dealerlicense.mvtrip.alabala.gov>)

**Motor Vehicle Dealer Regulatory License Portal**

Instructions

[Download Adobe Reader \(REQUIRED!\)](#) [Dealer Regulatory License Registration Instructions](#)

Motor Vehicle Dealer

Welcome!

You have reached the Alabama Department of Revenue Motor Vehicle Division portal for Dealer Regulatory Licenses. Use the links below to log in or register for access.

**Log In** Register Search Active/Revoked Regulatory Licensees

Required Forms Notice

Forms (surety bond, surety bond continuation and certificate of insurance) not printed through the Motor Vehicle Dealer Regulatory License Portal are not acceptable. The surety bond must have form number MV 539-BN or MV 539-BU printed in the top right hand corner. The surety bond continuation must have form number MV 539-C printed in the top right hand corner. The certificate of insurance must have form MVD-1 printed in the top right hand corner.

Applications containing incorrect forms will be rejected.

Login

**CapsLock Login**

Need a new password? [Change Password](#)

Forgot your password? [Forgot Password](#)

Forgot your username? [Forgot Username](#)

User name: 0300001

Password: [masked]

Login

Enter your new **User ID** and **Password** from the Renewal Card.

## (STEP 4) Renewal Process

**MVTRIP**  
Motor Vehicle Title Registration & Insurance Portal

Related Tasks ▾

### Motor Vehicle Dealer Regulatory License Dashboard

Motor Vehicle Dealer

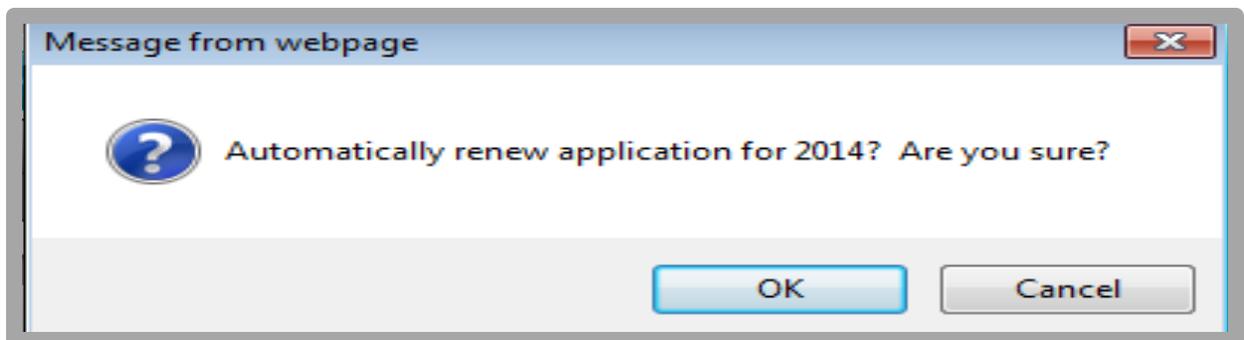
My Applications | My Licenses | Off Site Licenses | Update License | **Renew License for 2014**

Year	Name	Address	City	Zip	County	Type	Status
2013	Johnnv Test	2191 Jordan Lane (TEST)	Huntsville	35816	MADISON	Renewal	

Instructions

[Download Adobe Reader \(REQUIRED!\)](#) | [Dealer Regulatory License Registration Instructions](#)

Select the “Renew License for 2014” button.



Click “OK” your application Regulatory License Renewal page will appear.

## (STEP 5) Application Renewal

The screenshot shows the MVTRIP Motor Vehicle Title Registration & Insurance Portal. The main heading is "Regulatory License Renewal". There are three main sections: "Instructions", "Application Renewal", and "Categories".

**Instructions:** Includes links for "Download Adobe Reader (REQUIRED!)" and "Dealer Regulatory License Registration Instructions".

**Application Renewal:** Features a "License Year" dropdown menu set to "2014", which is circled in red. Below it, a note says "Review Each Section and Verify the Information is Accurate Before Submitting the Application". A list of instructions follows:

- All sections must be completed to make a payment.
- Once a section is complete, click the "SAVE" button to save your information. To alter data in a section, click "EDIT".
- When all required sections are complete, please sign the electronic signature section and enter payment information to pay for your license.

**Categories:** A section titled "Check all the Appropriate Check Box(es)" with four options:

- New Motor Vehicle Dealer - \$10:
- Used Motor Vehicle Dealer - \$10:
- Motor Vehicle Wholesaler - \$10:
- Motor Vehicle Reconditioner - \$10:
- Motor Vehicle Rebuilder - \$10:

A blue "Save" button is located at the bottom right of the "Categories" section.

Select the License Year “2014” under Application Renewal

Check the appropriate Box (es) under “Categories” if you wish to be a new car, used car, wholesaler, Reconditioner, or rebuilder.

Click “Save”.

## (STEP 6) Applicant Information

 Applicant 

### Business Information

Org. Type:  Business Began:   
Legal Name:  DBA:  Sales Tax #:  FEIN:   
Current Regulatory License Number:  Designated Agent Number (if applicable):

### Contact Information

Mailing Address:  City:  State:  Zip:   
E-mail:  Phone #:

### Blanket Motor Vehicle Liability Insurance Policy Information

Insurance Co.:  NAIC #:   
Policy #:  Agent License # (if applicable):

### Bond Information

Bond Type:

### Vehicle Information

New Motor Vehicle Franchise Makes	
Vehicle Make: <input type="text"/> <input type="button" value="Add Make"/>	<input type="button" value="Delete"/>
Fleetwood	<input type="button" value="X"/>
Forest River	<input type="button" value="X"/>
Jeep	<input type="button" value="X"/>

Vehicles Sold from Jan. 1st, 2012 to Dec. 31, 2012		
	RETAIL	WHOLESALE
New Vehicles:	<input type="text" value="500"/>	<input type="text" value="50"/>
Used Vehicles:	<input type="text" value="680"/>	<input type="text" value="524"/>

**The Business Information, Contact Information, Blanket Motor Vehicle Insurance Policy Information and Bond Information will prepopulate when you click the “OK” button (See Step 4). Please verify that the information is still correct.**

**Vehicle Information – Enter the number of vehicle sold during the year. Remember you cannot leave any field blank so enter a “0” in each block if you did not have any sales for that area.**

**Click “Save”**

## (STEP 7) Representatives and Locations

### Representatives

- Information must be provided for ALL owners, partners, corporate officers or members.
- To add a representative, click "Add New Representative", fill out all appropriate information, and click the green check mark to confirm.
- When you have added all of your information click the "Update" button.

Owner, Partners, Members, Officers and Directors							
Add New Representative							
Name	SSN	Driver's License		Address	Phone	Type	Actions
Johnny Test	421001111	AL 564236	Expires: 07/2015	123 Taylor Road, Montgomery, AL 36117	334-479-3015	Owner	 

Displaying items 1 - 1 of 1

[Save](#)

### Locations

- Information must be provided below for ALL permanent location(s).
- To add a location, click "Add New Location", fill out all appropriate information, and click the green check mark to confirm.
- When you have added all of your information click the "Save" button to continue to the next section of the application.
- If you are a Retail or Franchise Dealer you are required to provide a photo of ALL locations.
- NOTE: Your primary location is included in your fee. There is a \$5.00 charge per extra location.**

Location(s)							
Add New Location							
Zip Code	Physical Address	City	State	County Code	Phone	Primary Location	Actions
36116	1234 Test Road	Montgomery	AL	MONTGOMERY	334-123-4567	<input checked="" type="checkbox"/>	 

[Save](#)

Click "SAVE" if no changes are needed for Representatives or Locations.

## (STEP 8) Payment

 **Payment** Amount: \$30

### Card Information

Enter Name as it Appears on Credit Card

Name:  Type:

Card #:  Exp:  /  CVV:  ?

### Billing Address

Enter Address Associated with Credit Card

Address 1:  Address 2:

City:  State:  Zip:

 **Agreement**

By checking this box, the licensee applicant hereby affirms that all information contained in this application for a motor vehicle regulatory license, including the certification ([click here to read certification](#)) is true and correct and that providing false information may result in both civil and criminal penalties which may include loss or refusal of license, assessment penalties and possible criminal prosecution.

 **Signature** 7/19/2013

The information provided in this application will be cross-checked for compliance with Alabama Sales Tax and Income Tax Laws.

Under penalties of perjury, the undersigned hereby certifies that all information contained in this application for a regulatory license is true and correct in every respect; furthermore, that the undersigned is aware of all requirements provided by Sections 40-12-390 through 40-12-400, Code of Alabama 1975, and is/are aware of all applicable penalties for code violations.

Electronic Signature:

If a law requires a signature or record to be notarized, acknowledged, verified, or made under oath, the requirement is satisfied if the electronic signature of the person authorized to perform those acts, together with all other information required to be included by other applicable law, is attached to or logically associated with the signature or record.

## (STEP 9) Confirmation

### Application Confirmation

Categories: Motor Vehicle Wholesaler , Motor Vehicle Reconditioner , Motor Vehicle Rebuilder

<b>Applicant</b>				
Legal Name:	Johnny Test Used Cars	Business Began:	7/1/1998	
Organization Type:	Corporation	DBA:	Johnny Test	
Sales Tax #:	R00012345	FEIN:	634111111	
License #:	03-00016-13	Designated Agent #:		
Mailing Address:	PO Box Test Site 1288 Montgomery, AL 36117	E-mail:	danny.mclendon@revenue.alabama.gov	
County:	MONTGOMERY	Fax #:	334-867-5309	
<b>Insurance</b>				
Company:	Farmers Ins Exch	Agent License #:	N/A	
NAIC #:	21652	Bond Type:	Continuation	
Policy #:	GC12345			
<b>Vehicles</b>				
Retail Sold (2012):	New Vehicles: 0	Used Vehicles:	250	
Wholesale Sold (2012):	New Vehicles: 0	Used Vehicles:	50	
<b>Representatives</b>				
Name	Type	Address	Driver's License	Phone
1. Johnny Test	Owner	123 Taylor Road Montgomery, AL 36117	AL 564236 Exp: 07/15	334-479-3015
<b>Locations</b>				
Address		County		Phone
1. 1234 Test Road, Montgomery, AL 36116		MONTGOMERY		334-123-4567

**Cancel** Please Click "Confirm" Only Once!  
More than one click may result in multiple charges! **Confirm**

## (STEP 10) Review and Print

### Review and Print

 Review Submitted Application **Dashboard**

Your license renewal application has been submitted successfully!

You must still print and submit the following supplemental documents to the Department of Revenue for your application to be considered:

- Transmittal Sheet
- Surety Bond Continuation Certificate
- Insurance Certification Form
- A copy of the driver license or non-driver identification card for all owner(s), partners, members, officers and directors.

[Click here to print documents](#)

**You will print your documents and return the completed originals to the following address:**

**Dealers License Unit  
Post Office Box 327643**

## Montgomery, AL 36132-7643

### (STEP 11) Approval and E-mail Notifications

Your application has been approved by the Alabama Department of Revenue. Please use the links below to view/print copies of your license certificate and your original application documents.

License Certificate: <https://dealerlicense.caps.ua.edu/Dealer/Document?pdfName=license&applicationId=389>

Original Application Documents: <https://dealerlicense.caps.ua.edu/Dealer/Document?pdfName=transmittal&applicationId=389>

Your input is very important to us, so please take a moment to complete the following survey: <http://revenue.alabama.gov/survey/>.



Motor Vehicle Wholesaler, Motor Vehicle Reconditioner, Motor Vehicle Rebuilder

License Year: 2014

License Year: 2014

# Regulatory License

TITLE 40, CHAPTER 12, ARTICLE 8, CODE OF ALABAMA 1975

Alabama Department of Revenue  
Motor Vehicle Division

PO. BOX 327643, MONTGOMERY, AL 36132-7643

ISSUED TO:

Johnny Test Used Cars  
DBA Johnny Test  
PO Box Test Site 1288  
Montgomery, AL 36117

License Number: 03-00016-14

Effective Date: 10/1/2013

Expiration Date: 9/30/2014

Primary Business Location: 1234 Test Road  
Montgomery, AL 36116

Secondary Business Location(s):

This is a regulatory license and is not transferable or refundable. This license should be presented to the privilege license issuing officer at the County Courthouse in the county where your business is located in order to secure the State and County Privilege under Code Section 40-12-51 Automobile Dealer.

