

STATE OF ALASKA DIVISION OF MOTOR VEHICLES
Requirements for Obtaining a Motor Vehicle Dealer License

☐ STEP 1: FILL OUT THE APPLICATION FOR A DEALER LICENSE

- Must use the legal name as registered with the Alaska Department of Commerce
- Provide complete information, including the name and information of each owner, partner, corporate officer, or member, and have each owner, partner, corporate officer, or member sign the application

☐ STEP 2: HAVE YOUR BONDING INSURANCE COMPANY FILL OUT THE BOND

- The company name must read EXACTLY as it does on the application form, including your entity name and your DBA name.
- Once the bonding company completes the bond, it must be signed by an owner, partner, corporate officer, or member on the front as "Principle". This line can be found above the insurance agent's signature on the face of the bond.
- Be certain the notary signs and seals the bond
- The bond company must attach a power of attorney to the bond if using an attorney-in-fact
- All bonding documents must be originals or certified copies

☐ STEP 3: INCLUDE A PASSPORT-TYPE PHOTO OF EACH OWNER, PARTNER, CORPORATE OFFICER, OR MEMBER

- The photo may be a current driver's license
- The photo should only show the head and shoulders and must be large enough to see the face clearly.
- Each photo must be of one person
- Label each photo with the name of the person pictured

☐ STEP 4: A PHOTO OF THE DEALERSHIP LOCATION

- If using a company sign, it must read exactly as it appears on the application. If you have a DBA, the name must match your DBA
- Please be certain that the sign is legible and permanently attached

☐ STEP 5: OBTAIN AND ATTACH A BUSINESS LICENSE

- All names MUST match on business license and application
- Business license must be current
- Licensing must meet and comply with the requirements of the division

☐ STEP 6: PROVIDE PROOF OF WORKERS' COMPENSATION INSURANCE AND LIABILITY INSURANCE FOR BODILY INJURY AND PROPERTY DAMAGE

☐ STEP 7: COMPLETE DEALER PLATE APPLICATION IF APPLICABLE

☐ STEP 8: TURN IN ALL DOCUMENTS TO THE DEALER/FLEET DEPARTMENT

- New/renewal Dealer License fee is \$50 and can be made payable via money order or check made payable to State of Alaska
- Completed packets can be submitted in person at or mailed to:
 - Alaska Division of Motor Vehicles
 - ATTN: Dealer/Fleet
 - 3901 Old Seward Hwy, Ste 101
 - Anchorage, AK 99503

ADDITIONAL NOTES:

- **Location Requirement:** Must have a permanent office structure where the dealership records can be stored and reviewed safely, all signs and banners must be permanently affixed, and the area must comply with all zoning and business requirements
- Please allow up to ten working days for processing,
- Your business information must be filed with the Department of Commerce before a dealer license will be issued
- Application packets received that are incomplete will be returned



STATE OF ALASKA
 DIVISION OF MOTOR VEHICLES
APPLICATION FOR DEALER LICENSE
 3901 Old Seward Hwy, Ste 101
 Anchorage, AK 99503
 (907) 269-5551

| APPLICATION TYPE | | LICENSE TYPE | | ORGANIZATIONAL STRUCTURE | |
|-------------------------------------|---|--|---|--|--|
| <input type="checkbox"/> New Dealer | <input type="checkbox"/> Reinstatement | <input type="checkbox"/> New Motor Vehicles | <input type="checkbox"/> New Motorcycles | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Renewal | <input type="checkbox"/> Address Change | <input type="checkbox"/> Used Motor Vehicles | <input type="checkbox"/> Used Motorcycles | <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Liability Company |

| | | | | | | |
|-----------------------------|---|--------------------|--------------------------|--------------------|-------|-----|
| BUSINESS INFORMATION | BUSINESS NAME (Must match name on surety bond and business application) | | | | | |
| | DEALER NUMBER | TAXPAYER ID NUMBER | SURETY BOND COMPANY NAME | SURETY BOND NUMBER | | |
| | MAILING ADDRESS | | | CITY | STATE | ZIP |
| | BUSINESS LOCATION #1 | | | CITY | STATE | ZIP |
| | BUSINESS LOCATION #2 | | | CITY | STATE | ZIP |
| | <i>IF YOU HAVE ADDITIONAL BUSINESS LOCATIONS, PLEASE ATTACH AS A SEPARATE DOCUMENT.</i> | | | | | |
| | EMAIL ADDRESS | | | PHONE NUMBER | | |

| | | | | | |
|-----------------|---------------------------------|-------|-------|-----|--|
| OWNER(S) | OWNER/CORPORATE OFFICER NAME #1 | TITLE | | | |
| | OWNER RESIDENCE ADDRESS | CITY | STATE | ZIP | |
| | OWNER/CORPORATE OFFICER NAME #2 | TITLE | | | |
| | OWNER RESIDENCE ADDRESS | CITY | STATE | ZIP | |

| | | | | | |
|----------------------------|---|-----------------------|-----------------------|--|---|
| VEHICLE INFORMATION | <i>IF SELLING NEW OR CURRENT MODEL MOTOR VEHICLES, GIVE THE NAME OF THE MANUFACTURER OF THE MOTOR VEHICLE, THE DATE THE AGREEMENT WAS SIGNED, AND DURATION OF YOUR SALES AND SERVICE AGREEMENT WITH THE MANUFACTURER.</i> | | | | |
| | MANUFACTURER #1 | DATE AGREEMENT SIGNED | DURATION OF AGREEMENT | | |
| | MANUFACTURER #2 | DATE AGREEMENT SIGNED | DURATION OF AGREEMENT | | |
| | LIST MAKES OF ALL MOTOR VEHICLES HANDLED* | | | | <input type="checkbox"/> *IF YOU SELL VARIOUS MAKES AND MODELS, PLEASE CHECK HERE |

| | |
|--|--|
| <p>I certify under penalty of law that the statements in this application are true and as the applicant, I intend to operate as a bona fide dealer in motor vehicles with an established business at the location(s) given. I swear to adhere to all laws and regulations relating to the title and registration of vehicles placed in the applicant's control and the issuance of dealer temporary permits. I am also certifying that no person holding a five percent or greater interest in the business has, during the five-year period immediately preceding the date of the application, been convicted of a felony if the felony involved fraud, embezzlement, or misappropriation of property. I have reviewed the workers' compensation insurance requirements of AS 23.30 and will maintain applicable workers' compensation insurance as required under AS 23.30.</p> <p>X _____ DATE ____/____/____</p> | FOR DIVISION USE ONLY Processed By _____ Batch # _____ Batch Date _____ Amount Pd _____ |
|--|--|

MOTOR VEHICLE DEALER'S/BUYER'S AGENT
SURETY BOND

KNOW ALL PERSON BY THESE PRESENTS

Bond No. _____

That _____,
(Name of Dealership or Buyer's Agent)

as principal, and _____, a company duly
(Name of Surety Company)

authorized to transact surety business in the State of Alaska, as surety, do hereby jointly and severally acknowledge ourselves to be held and bound to the **Commissioner of Administration**, State of Alaska, in their capacity as agent for the State of Alaska in the sum of **One Hundred Thousand Dollars (\$100,000) (Twenty-five Thousand (\$25,000))** in the case of a dealer who sells only motorcycles), lawful money of the United States, for the true payment of which we, and each of us, bind ourselves, our heirs, executors, administrators, successors or assigns, jointly and severally by these presents.

THE CONDITIONS OF THE ABOVE BOND ARE SUCH, that whereas, the above named principal is a dealer of motor vehicles, motorcycles, or a buyer's agent who does business by negotiating on behalf of a buyer for the purchase of a motor vehicle from a motor vehicle dealer in the State of Alaska under the purview of AS 08.66 and amendments thereto, and desires to give bond pursuant to AS 08 66.060.

NOW THEREFORE, if the principal shall pay to any person for any loss or damage they suffer by reason of fraud, fraudulent representations, any violation of AS 08.66.070, as amended, any violation of AS 08.66, as amended, generally, or any violation of state or federal law, as amended, by the principal, the above obligation shall be null and void; otherwise, it remains in full force and effect, and the person has a personal right of action against the principal, and the person has a personal right of action against the surety on the bond.

THE TOTAL LIABILITY HEREUNDER, during the period for which this bond is written shall not exceed the sum of _____ . The aggregate liability of the surety may not exceed the amount of the bond.

LIABILITY UNDER THIS BOND commences _____ and shall be continuous, or until thirty days after the surety cancels, without prejudice to any liability accruing prior to cancellation. Notice of cancellation of the bond must be sent in writing to the Commissioner at the Division of Motor Vehicles, Attention Partner Services Manager, 3901 Old Seward Highway STE 101, Anchorage, Alaska 99503. U.S. First Class Mail, Certified, Return Receipt Requested. Claims arising from any liability arising during the effective period may be made within three years of cancellation.

NO attached documents shall modify the provisions of this bond or conditions thereto or rights of action arising under AS 08.66.

Dealership or Buyer's Agent Printed Name

Surety Company Printed Name

Mailing Address (include city, state, and zip code)

Mailing Address (include city, state, and zip code)

E-mail Address

E-mail Address

Authorized Agent Signature/Title

Attorney-in-Fact Signature*

IN WITNESS WHEREOF the said principal has sworn and subscribed to before me this _____ day of _____, _____ .

IN WITNESS WHEREOF the said attorney-in-fact has sworn and subscribed to before me this _____ day of _____, _____ .

Notary Public Signature (seal)
My Commission Expires:

Notary Public Signature (seal)
My Commission Expires:

www.state.ak.us.dmv
(Rev 08/12/21)

*Attach hereto a valid power of attorney authorizing the attorney-in-fact to bind the surety.

THIS BOND IS NOT VALID UNTIL SIGNED BY BOTH PRINCIPAL AND SURETY.
PLEASE NOTE Surety & Power of attorney must be attached.



STATE OF ALASKA
 DIVISION OF MOTOR VEHICLES
APPLICATION FOR DEALER PLATE
 3901 Old Seward Hwy STE 101
 Anchorage, AK 99503-3600
 (907) 269-5551
 doa.dmv.dealers@alaska.gov

| APPLICATION TYPE | | |
|----------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> RENEWAL | <input type="checkbox"/> REPLACEMENT | <input type="checkbox"/> NEW PLATE |

| DEALERSHIP INFORMATION | | | |
|--|------|---|-----|
| DEALERSHIP NAME | | DEALER NUMBER | |
| LIABILITY/FLEET INSURANCE POLICY CARRIER | | LIABILITY/FLEET INSURANCE POLICY NUMBER | |
| MAILING ADDRESS | CITY | STATE | ZIP |
| PHYSICAL ADDRESS | CITY | STATE | ZIP |

| PLATE NUMBERS TO RENEW | | |
|------------------------|--|--|
| | | |
| | | |
| | | |

| PLATE NUMBERS TO REPLACE | | |
|--------------------------|--|--|
| | | |
| | | |
| | | |

The \$5 replacement fee will only apply if at least one of the two original plates are returned to the DMV – otherwise, full fees are due.
AFFIDAVIT (Please explain why these plates are no longer in your possession.)

| REQUESTING NEW PLATE (CIRCLE BELOW AMOUNT REQUESTED) | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|----|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

| DISCLAIMER AND SIGNATURE | |
|--|---------------------|
| <p>I certify under penalty of law there is a liability insurance policy for this vehicle if required by AS 28.22.011 and this policy will be maintained during the entire registration period. The address shown is my true legal address and the vehicle will be operated on Alaska roadways. If this is a commercial vehicle, I am familiar with and have knowledge of the Federal Motor Carrier Safety Regulations 49 CFR, Hazardous Materials Regulations and applicable Federal/state CMV safety laws and regulations. I certify under penalty of perjury that all information is true and correct. False statements are punishable under AS 11.56.210.</p> | |
| X _____ | DATE ____/____/____ |

| DIVISION USE ONLY | |
|------------------------|--|
| PLATES ISSUED/RENEWED: | Processed By _____ Batch # _____ Batch Date _____ Amount Paid _____ |

Dealer License Plate Fees

| DEALER LICENSE PLATE | 1ST PLATE | ADDITIONAL |
|--------------------------------|-----------|------------|
| Bethel | \$198 | \$160 |
| Kenai Peninsula Borough/Kodiak | 188 | 150 |
| Ketchikan Gateway Borough | 190 | 152 |
| Mat-Su Borough | 238 | 200 |
| Municipality of Anchorage | 238 | 200 |
| Unalaska | 276 | 238 |
| All Other Taxable Areas | 176 | 138 |
| Non-Taxable Areas | 88 | 50 |

Bethel

Bethel

Kenai Peninsula Borough/Kodiak (29 locations)

| | | | | |
|----------------|--------------|-------------|----------|------------|
| Akiok | | | | |
| Anchor Point | Halibut Cove | Moose Pass | | Port Lions |
| Chiniak | Homer | Nanwalek | Seldovia | |
| Clam Gulch | Hope | Nickoloevsk | | Seward |
| Cooper Landing | Karluk | Nikiski | | Soldotna |
| English Bay | Kasilof | Ninilchik | | Sterling |
| Fritz Creek | Kenai | Old Harbor | | Tyonek |
| | Kodiak | Ouzinkie | | |
| | Larson Bay | Port Graham | | |

Ketchikan Gateway Borough

Ketchikan
Loring
Saxman
Ward Cove

Matanuska-Susitna Borough (10 locations)

| | | | |
|----------|------------|---------------|--------|
| Big Lake | Skwentna | Wasilla | |
| | Chickaloon | Sutton | Willow |
| | Houston | Talkeetna | |
| | Palmer | Trapper Creek | |

Municipality of Anchorage

Anchorage
Bird Creek
Chugiak
Eagle River
Eklutna
Elmendorf AFB

(11 Locations)

| | |
|----------------|------------|
| Ft. Richardson | |
| Girdwood | Dillingham |
| Indian | |
| JBER | |
| Peters Creek | |

All Other Taxable Locations (9 locations)

| | | |
|---------|-------------|----------|
| Cordova | | Nome |
| *Nenana | *Petersburg | |
| | | Sitka |
| | | Whittier |

Unalaska

Unalaska

*There are areas of Petersburg & Nenana that are not taxable. Please call for verification.

If your city is not listed above then you are in a non-taxable area.

You are required to display a dealer license plate on the the rear of the vehicle. Issuance of a Dealer License Plate must be processed as a DROP in the Anchorage Field Office. If you reside outside of Anchorage you may mail your request to: DMV - Dealer Unit, 3901 Old Seward Hwy STE 101, Anchorage AK 99503-3600 for processing.

ALASKA STATUTES
TITLE 8. BUSINESS AND PROFESSIONS
CHAPTER 66. Motor Vehicle Dealers and Buyers' Agent

| SECTION | | SECTION | |
|----------------|--|----------------|--|
| 010. | Dealers to register | 085. | Insurance requirements |
| 015. | Sale of motor Vehicle | 260. | Buyer's Agent contract required |
| 020. | Application, bond, and fee | 270. | Purchase agreement |
| 030. | Form of application | 280. | Fees of buyer's agent |
| 040. | Filing application for registration | 290. | Ownership interest prohibited |
| 050. | Renewal of registration | 300. | Certain compensation prohibited |
| 060. | Bond | 310. | Dual agency prohibited |
| 070. | Action on bond | 320. | Records of buyer's agent |
| 080. | Penalties | 350. | Definitions |

Sec. 08.66.010. Dealers to register.

A dealer in motor vehicles shall, as a condition to engaging in business in the state, register biennially with the department.

Sec. 08.66.015. Sale of motor vehicle.

(a) A person who does business as a dealer in the state may not offer to sell or sell a motor vehicle as a new motor vehicle unless

- (1) the motor vehicle retains the manufacturer's certificate of origin; and
- (2) the dealer has a current sales and service agreement with the manufacturer of the motor vehicle for sales in this state.

Sec. 08.66.020. Application, bond, and fee.

Application for dealer registration shall be accompanied by a biennial registration fee of \$50 and a bond required by AS 08.66.060.

Sec. 08.66.030. Form of application.

The department shall prescribe and furnish the form of application for dealer registration under AS 08.66.010. The application must contain

- (1) the name under which the business is conducted;
- (2) the location and telephone number of the business;
- (3) the name and address of all persons having an interest in the business and, in the case of a corporation, the application shall contain the name and address of the two principal officers;
- (4) the name and make of all vehicles handled;
- (5) a statement of whether or not used vehicles are handled;
- (6) a statement that the applicant is a bona fide dealer in motor vehicles with an established business at the location given;
- (7) a statement that no person holding a five percent or greater interest in the business has, during the five-year period immediately preceding the date of the application, been convicted of a felony if the felony involved fraud, embezzlement, or misappropriation of property;
- (8) a statement that the applicant has reviewed the workers' compensation insurance requirements of AS 23.30 and will maintain applicable workers' compensation insurance as required under AS 23.30;
- (9) a copy of a certificate of insurance documenting that the applicant maintains the insurance coverage required under AS 08.66.085;
- (10) if the applicant sells a motor vehicle as a new or current model motor vehicle having a manufacturer's warranty, the name of the manufacturer of the motor vehicle and the date and duration of the applicant's sales and service agreement with the manufacturer; and

(11) other information the department requires to administer this chapter.

Sec. 08.66.040. Filing application for registration; identification of dealer.

The application shall be filed with the department. Upon receipt of the application, the department shall examine it and may make an investigation of the information in it. If the department is satisfied that the dealer is entitled to registration, and the fees have been paid and a bond filed, the department shall assign a distinctive registration number to the dealer and file the dealer's application and index it alphabetically and numerically. A dealer is registered when the department assigns a registration number. A dealer shall inform each person who purchases a vehicle from the dealer that the dealer is registered under this chapter and provide the dealer's registration number.

Sec. 08.66.050. Renewal of registration.

A dealer shall renew the registration required by this chapter before January 1 every two years.

Sec. 08.66.060. Bond.

(a) An applicant for a dealer registration under AS 08.66.010 shall file with the application and shall maintain in force while registered a bond in favor of the state that is executed by a surety approved by the commissioner. The amount of the bond shall be \$100,000, except that the amount of a bond for a dealer who sells only motorcycles shall be \$25,000. The bond must be conditioned on the dealer's

(1) doing business in compliance with this chapter and the other laws of this state; and

(2) not committing fraud or making fraudulent representations in the course of doing business as a dealer.

(b) A surety may cancel the bond required by (a) of this section by giving notice in writing to the commissioner or the commissioner's designee. However, cancellation does not relieve a surety of liability arising before cancellation or a liability that has accrued on the bond before cancellation. The commissioner or the commissioner's designee shall retain the cancelled bond on file and may not relieve a surety of a liability arising before cancellation or accruing on the bond before cancellation.

(c) A bond filed under (a) of this section is valid for renewal of a dealer registration unless the surety has provided a written notice of cancellation to the commissioner.

(d) In this section, "commissioner" means the commissioner of administration.

Sec. 08.66.070. Action on bond.

If a person suffers loss or damage by reason of fraud, fraudulent representations, or a violation of a provision of this chapter or another law of this state by a dealer, the person has a right of action against the dealer and a personal right of action against the surety upon the bond. The aggregate liability of the surety may not exceed the amount of the bond.

Sec. 08.66.080. Penalties.

A dealer who fails to register and file a bond as required by this chapter is guilty of a violation. A dealer who knowingly violates a provision of this chapter is guilty of a class A misdemeanor.

Sec. 08.66.085. Insurance requirements.

A dealer in motor vehicles shall maintain liability insurance for bodily injury and property damage on an auto dealer's form.

Sec. 08.66.260. Buyer's agent contract required.

(a) Before a buyer's agent negotiates on behalf of a buyer the purchase of a motor vehicle from a motor vehicle dealer, the buyer's agent must have a written contract with the buyer.

(b) The contract required by (a) of this section must include a description of the specific services to be provided by the buyer's agent, the date when the buyer's agent will provide the services, and a description of the fees that the buyer's agent will charge, including any fee that the buyer is to pay before the motor vehicle is delivered to the buyer.

Sec. 08.66.270. Purchase agreement.

A buyer's agent shall arrange for the buyer's purchase agreement with the dealer to provide all warranty information, including the warranty expiration date, mileage limitations, and other restrictions. The warranty information must be specific to the motor vehicle being purchased.

Sec. 08.66.280. Fees of buyer's agent.

(a) A buyer's agent may not collect a fee from a buyer before the agent and the buyer enter into the contract required by AS 08.66.260.

(b) A buyer's agent may not calculate the fee of the buyer's agent as a percentage of the motor vehicle purchase price or of the savings achieved by the agent for the buyer on the purchase of the motor vehicle.

(c) Until the motor vehicle is delivered to the buyer, a buyer's agent shall hold in trust in a bank account a fee that the agent receives before the buyer receives the motor vehicle.

Sec. 08.66.290. Ownership interest prohibited.

A buyer's agent may not own an interest in the motor vehicle that is the subject of the purchase that the agent is negotiating for the buyer.

Sec. 08.66.300. Certain compensation prohibited.

A buyer's agent may not accept a rebate, kickback, commission, or other form of compensation from a financial institution, motor vehicle dealer, or other person, except the buyer, on a motor vehicle purchase that the agent negotiates for a buyer.

Sec. 08.66.310. Dual agency prohibited.

When representing a buyer, a buyer's agent may not act as an agent for the motor vehicle dealer.

Sec. 08.66.320. Records of buyer's agent.

A buyer's agent shall maintain complete records of each motor vehicle purchase the agent negotiates, including the purchase arrangements and monetary transactions. The records must include

- (1) copies of advertisements, brochures, and pamphlets issued, used, or distributed by the buyer's agent during the sales transaction;
- (2) the original contract between the buyer's agent and the buyer;
- (3) copies of any purchase orders issued by the buyer's agent;
- (4) evidence of the delivery of the motor vehicle to the buyer;
- (5) a copy of the purchase agreement between the buyer and the motor vehicle dealer; and
- (6) a copy of any service agreement between the manufacturer and the motor vehicle dealer.

Sec. 08.66.350. Definitions.

In this chapter,

- (1) "buyer's agent" means a person who does business in the state by negotiating on behalf of a buyer the purchase of a motor vehicle from a motor vehicle dealer;
- (2) "department" means the Department of Administration;
- (3) "motor vehicle" means a motor vehicle that is required to be registered under AS 28.10;
- (4) "motor vehicle dealer" or "dealer"
 - (A) means
 - (i) a buyer's agent; or
 - (ii) a person, other than a manufacturer, who sells, leases, solicits, or arranges for the sale or lease of five or more motor vehicles in any 12 consecutive months, regardless of who owns the vehicles;
 - (B) does not include
 - (i) a receiver, a trustee, an administrator, an executor, a guardian, or another person appointed by a court or a person performing duties as a public officer;
 - (ii) a person disposing of a motor vehicle acquired and actually used for the person's own use or for the use of a family member of the person, or acquiring a motor vehicle for the person's own use or for the use of a family member of the person if the vehicle is acquired and used in good faith and not for the purpose of avoiding the provisions of this chapter;
 - (iii) a person who sells motor vehicles as an incident of the person's principal business but who is not engaged primarily in the selling of motor vehicles;
 - (iv) an employee of an organization arranging for the purchase or lease by the organization of a vehicle for use in the organization's business;
 - (v) a publication, broadcast, or other communications media when engaged in the business of advertising, but not otherwise arranging for the sale of a motor vehicle owned by another person.