



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Administration

DIVISION of MOTOR VEHICLES
Dealer and Partner Services
4001 Ingra Street, Ste 101
Anchorage, Alaska 99503
Doa.dmv.dealers@alaska.gov

Alaska Statute 08.66.015 requires motor vehicle dealers to register biennially with the Division of Motor Vehicles (DMV). Please submit the completed renewal application packet before December 15th to allow time for processing.

Renewal Packet Requirements

Please include the following with your submission:

- ☐ Application for Dealer License - complete in full and check "Renewal."
- ☐ Dealer Temporary Permit Acknowledgment - per 2 AAC 92.250, signed by dealers.
- ☐ Active Business License - current license from the Department of Commerce, Community, and Economic Development.
- ☐ Business Location Verification (New Requirement) - submit one of:
 - Current lease or rental agreement in the business name, signed by both the applicant and the property owner/manager, **or**
 - Property deed or mortgage statement, **or**
 - Notarized letter of permission from the property owner if operating in a shared space (must include the address, permission to operate as a dealership, and duration of use).
- ☐ Surety Bond - only if policy changes occurred, or you received a cancellation notice.
- ☐ Certificate of Insurance - per AS 08.66.085, proof of liability insurance (bodily injury and property damage) on an auto dealer's form.
 - In practice, this coverage is typically written on a garage liability policy. Applicants should confirm with their insurer that the policy provided is issued on an auto dealer's form.
- ☐ Dealer Plates (if applicable) - submit Dealer Plate Application if renewing or purchasing new plates.
- ☐ Payment - \$50 biennial license fee (check or money order to "State of Alaska")
 - Check or Money order may be made out in the total amount if applying for Dealer Plates.

Submission Options

Completed packets can be submitted by:

- Drop-off or mail:
Alaska Division of Motor Vehicles
ATTN: Dealer Services
4001 Ingra Street, Ste 101
Anchorage, AK 99503
- Email: doa.dmv.dealers@alaska.gov



STATE OF ALASKA
DIVISION OF MOTOR VEHICLES
APPLICATION FOR DEALER LICENSE
4001 Ingra Street STE 101
Anchorage, AK 99503-3600
(907) 269-5551
doa.dmv.dealers@alaska.gov

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
	IF YOU HAVE ADDITIONAL BUSINESS LOCATIONS, PLEASE ATTACH AS A SEPARATE DOCUMENT.							
	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	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.			
	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>	<p>FOR DIVISION USE ONLY</p> <p>Processed By _____</p> <p>Batch # _____</p> <p>Batch Date _____</p> <p>Amount Pd _____</p>
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STATE OF ALASKA
DIVISION OF MOTOR VEHICLES
4001 Ingra Street, STE 101
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DEALER TEMPORARY PERMIT ACKNOWLEDGEMENT

DEALER NUMBER: _____ BUSINESS NAME: _____

Pursuant to 2 AAC 92.250, Auto dealers are required to affirm in writing agreement to the following.

1. Vehicle dealers shall keep a record of every temporary permit issued by the dealer.
 - a. The record must indicate the issue date, the buyer's name, the vehicle's identification number, make, model, and year.
2. Upon request, the vehicle dealer shall make the record available and shall deliver a copy of the record to the department.
3. A vehicle dealer shall keep the record for a period of two years.
4. The vehicle dealer shall indicate the temporary permit number on all copies of the application for title and registration.

If the department determines that a vehicle dealer has violated an applicable law of this state related to dealer permits, the department may

- refuse to issue additional temporary permits to the vehicle dealer until the department determines that the dealer will comply with the requirements of the laws of this state and the issuance is in the best interests of the state; and
- require the vehicle dealer to immediately return all unissued temporary permits to the department.

By signing this document, I acknowledge that I have read and fully understand the terms and conditions of the foregoing Dealer Temporary Permit Acknowledgement and that I will comply with the same.

Printed Name:

Signature:

Date:



STATE OF ALASKA
DIVISION OF MOTOR VEHICLES
APPLICATION FOR DEALER PLATE

4001 Ingra Street, STE 101
Anchorage, AK 99503-3600
doa.dmv.dealers@alaska.gov

APPLICATION TYPE

☐ RENEWAL

☐ REPLACEMENT

☐ 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

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.

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 Services, 4001 Ingra Street, STE 101, Anchorage AK 99503-3600 for processing.