500 James Robertson Parkway
Nashville, TN 37243
Tel: 615-741-2241
http://www.tn.gov/commerce/

FOR OFFICE USE ONLY

LICENSE TYPE ____2709_____

TRANSACTION TYPE ___1010_____

FILE NUMBER _____

ENTITY NUMBER _____

APPLICATION NUMBER _____

AMOUNT PAID _____

AUTOMOTIVE MOBILITY DEALER APPLICATION

Only applicants with complete applications are eligible for consideration. You may attach additional pages as necessary. Please type or print clearly in ink. Checks should be made payable to the Department of Commerce & Insurance.

Send the completed application to:

Attn: MOTOR VEHICLE COMMISSION
The Department of Commerce & Insurance
500 James Robertson Parkway
Nashville, TN 37243

Section One: Applicant Identification and eligibility verification

Name of Applicant: _____
Last First Middle

Are you currently licensed? Yes/No _____ If Yes, License Number _____

Social Security Number OR Federal EIN _____

Mailing Address _____

_____

_____
City State Zip Code

Contact Phone Number: _____

Email Address: _____

STATE OF TENNESSEE
TENNESSEE MOTOR VEHICLE COMMISSION
500 JAMES ROBERTSON PARKWAY 5TH FLOOR
NASHVILLE, TENNESSEE 37243-1153
PHONE 615-741-2711
FAX NO. 615-741-0651

File No._____

Xact No._____

Action: _____
For Office Use Only

AUTOMOTIVE MOBILITY DEALER LICENSE

☐ **ORIGINAL APPLICATION** ☐ **RELOCATION APPLICATION**

Application is hereby made for motor vehicle dealer license to engage in the business of selling motor vehicles in the state of Tennessee in compliance with the provisions of Tennessee Code Annotated 55-17, et seq.
Print in black ink or type requested information.

1. Firm Name _____(_____)
(Full name of Entity to be licensed)(Use line below, if necessary) (Area Code & Phone No.)

_____ (_____)
(Fax No. w/Area Code)

2. (a) Location Address_____
(Street)

_____
(City) (County) (Zip)

(b) Mailing Address (if different, the mailing address must be in the same county)

_____
(P. O. Box or Street)

_____
(City) (County) (Zip)

3. Physical description of facility must exceed minimum requirements as per attached instruction sheet.

Type of Building: _____(ex. wood, brick, block, etc.); Gross Building Area:_____ (Square Feet); Land Size _____ (Square Feet or Acreage)

4 Is the sale of motor vehicles or recreational vehicles the principal business at the location named in this application? _____
(Yes or No)

5. Are you engaged in any other business which is conducted from this establishment? _____
(Yes or No)

If yes, describe: _____

6 Have any of the individuals, partners, or corporate officers named ever been convicted of a felony?_____
(Yes or No)

7. Type of business (circle one); Proprietorship Partnership Corporation LLC LLP

(a) If proprietorship, give name, residential address and **cell phone** number of owner:_____

_____

_____

(b) If partnership, give name and residential address and **cell phone** of each partner and designate managing partner or partners:

_____

_____

(c) If corporation:

(1) Domestic (Tennessee) - provide copy of Charter and any amendments:

(2) Foreign (out-of-state) corporations - provide copy of a Certificate of Authority stating agent for service of process.

(3) List name, address, and title of officers, directors, and any/all persons or entities owning more than five percent (5%) of outstanding shares of stock issued by the corporation on the "Stockholders Information Update" form. Form supplied with this application packet.

8 Have you ever filed for bankruptcy? If so, when and under what name: _____

_____

9. All facilities must be manned and open during reasonable business hours. State what days per week and hours per day this business will be open.

_____

10 Upon facility licensure, it is required that all dealers must license salespersons through this Commission **before** they can engage in the business of selling motor vehicles or recreational vehicles. You are required to return all salespersons' license and identification cards once the salespersons employment is terminated. Salespersons' license is non-transferable. Number of salespersons expected to be employed at start-up. _____

11 Do you have on-site facilities to repair and replace functional and non-functional parts of a motor vehicle or recreational vehicles? _____
(Yes or No)

12 If no, attach a copy of your executed *Service Agreement*. Form IN-1448 is included with this application packet.

13 Has any application for a motor vehicle dealers or recreational vehicles' license ever been denied, revoked, voluntarily surrendered or suspended in this or any other state?_____
(Yes or No)

If yes, explain below what precipitated the decision and attach any/all relevant documents.

_____

_____

_____

14 Proof of liability insurance with a minimum coverage of $500,000 must be provided by a Certificate of Insurance. This insurance must remain in force for as long as the licensee is licensed. **The Tennessee Motor Vehicle Commission must be listed as the certificate holder.**

15 The prospective licensee must furnish a current financial statement with this application. See memorandum in packet for instruction.

I hereby certify that the statements in, or attached to this application are true and correct to the best of my knowledge and belief; that the members of this organization are familiar with the provisions of the law under which this application is made, and that I, as proprietor, partner, or officer of the corporation, have authority to make the statements contained here.

Date: _____ Signed: _____
(Authorized Signature)

Title:_____ _____
(Print or Type) (Print Authorized Signature)

Applicant's E-mail Address_____

STATE OF _____

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____,20_____.

(SEAL)

_____ My commission expires: _____
(Notary Public)

Mail application, attachments, and fee to the
TENNESSEE MOTOR VEHICLE COMMISSION,
500 JAMES ROBERTSON PARKWAY, NASHVILLE, TENNESSEE 37243-1153.

CHECK LIST OF ATTACHMENTS TO APPLICATION:

- ☐ Application fee $400
- ☐ 2 Year Surety Bond (Original)
- ☐ Certificate of Liability Insurance
- ☐ Copy of Zoning letter
- ☐ Copy of Service Agreement
- ☐ Copy of State Sales Tax Certificate of Registration
- ☐ Copy of County Business Tax License
- ☐ Copy of City Business Tax License, if applicable
- ☐ Copy (ies) of Financial Disclosure
- ☐ Pictures of entire outdoor display area, sign, restroom, building & office, phone #, hours & days of operation
- ☐ Photo copy of State or Federal Issued photo ID
- ☐ Financial statement prepared by CPA as per Instruction included with packet

COMPLIANCE CERTIFICATION :

- ☐ State of Tennessee Provisions
- ☐ Federal Government Provisions

I F CORP, LLC, LLP NEXT 2 ITEMS APPLY:

- ☐ Copy of Corporate Charter,if applicable
- ☐ Copy of Stockholders Update

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REGULATORY BOARDS DIVISION
TENNESSEE MOTOR VEHICLE COMMISSION
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

   AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**

3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.

4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.
   or

5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act Attestation

TENNESSEE MOTOR VEHICLE COMMISSION

Part A. Eligibility Verification for Entitlements Act Attestation

I hereby attest under penalty of perjury that I am (select one):

____ A United States citizen;

____ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;[1]

____ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

_____
Applicant's Signature

_____ _____
Printed Name Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq*.

[1] Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C.A. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq*.];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.

Eligibility Verification for Entitlements Act Additional Required Documentation

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.