



Vehicle Services Bureau

# Application for Manufacturer, Distributor, Importer License

MVD Use Only

P.O. Box 201431, 302 N Roberts, Helena, MT 59620-1431 Phone (406) 444-3661 Fax (406) 444-0116 • [dojdealerinfo@mt.gov](mailto:dojdealerinfo@mt.gov)

A new motor vehicle dealer, manufacturer, distributor, factory branch, distributor branch, importer, or franchisor may not engage in business in Montana until licensed by the department.

A Manufacturer/Distributor/Importer's license and plates, if applicable, will be issued for the manufacturer of new motor vehicles. New motor vehicles include cars, trucks, rugged terrain, vans, buses, motor homes, snowmobiles, motorcycles, quadricycles and personal watercraft. **This license expires based on your renewal schedule, with no grace period.**

It is advised that you keep this information for your files, as it outlines the regulations and procedures for complying with the laws governing the business.

All forms are available online at <https://doj.mt.gov/driving/dealers-forms>.

Manufacturer licenses will not be issued at the Vehicle Services Bureau's counter on a same-day basis.

Laws and regulations for a Montana manufacturer, distributor, factory branch, distributor branch, importer or franchisor can be found at the following website: [http://data.opi.mt.gov/bills/mca\\_toc/61\\_4\\_2.htm](http://data.opi.mt.gov/bills/mca_toc/61_4_2.htm)

- Definitions: MCA 61-4-201
- License requirements: MCA 61-4-202
- Filing agreement – product liability: MCA 61-4-204
- Limitations on cancellation and termination: MCA 61-4-205
- Objections – hearing: MCA 61-4-206
- Prohibited acts: MCA 61-4-208
- Cease and desist orders: MCA 61-4-209
- Damage notice: MCA 61-4-212
- Manufacturer's representative's license plates: MCA 61-4-221
- Manufacturer's representative license plate fees: MCA 61-4-222
- The Montana code governing the buy back of products when a franchise agreement is cancelled can be found under MCA 30-11-70 at the following website: [http://data.opi.mt.gov/bills/mca\\_toc/30\\_11\\_7.htm](http://data.opi.mt.gov/bills/mca_toc/30_11_7.htm)

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## The following items are required to be submitted to the Vehicle Services Bureau:

- ☐ Completed and signed application (MV25MFG)
  - Indicate the name, address and contact information for each factory branch, distributor branch and agent or representative that coordinates and promotes sales efforts with the Montana dealer(s).
  - Indicate the dealer(s) within the State of Montana that receive new motor vehicles and the makes sold by each dealer.
    - A dealer having multiple locations must be indicated as a separate entry.
- ☐ A copy of the Manufacturer Certificate of Origin (MCO) for each vehicle offered for sale, lease or distribution under a common name, trademark or service mark
  - The MCO must indicate the make name and model of each vehicle manufactured and distributed to a Montana dealer. The make indicated on the MCO must comply with National Crime Information Center (NCIC) standards. Any MCO not in compliance may be returned to you for correction, causing a delay in the sale to dealer or customer. The following website provides a list of standard approved make codes: <https://info.publicintelligence.net/NCICVehicleCodes.pdf>
- ☐ A copy of a blanket sales agreement between the manufacturer and the dealer(s) in this state
- ☐ A copy of the delivery and preparation obligations required to be performed by the dealer(s) prior to the delivery of the vehicle to the buyer
- ☐ Fee of \$15.45

**Qualifying representatives of manufacturers as defined in MCA 61-4-221 may obtain license plates for display on a motor vehicle used solely for business purposes.**

- ☐ Complete the plate order form (MV35MFG)
- ☐ Remit the fee of \$267.80 for the first set of plates and \$30.90 for each additional set

**All fees include 3% administration fee per MCA 61-3-111. Upon receipt of the completed forms, the department will process your application for licensure. Approximate time to process a license is three weeks.**

**Montana county and state authorities reserve the right to reject any form that has been altered.**



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License expires based on renewal schedule.

**Please type or print**

**OFFICE USE ONLY:**

Date Approved: \_\_\_\_\_ License No.: \_\_\_\_\_

As provided in MCA 61-4-201 through 210, I/we hereby make application to the Motor Vehicle Division for a license to engage in the business of:

☐ Manufacturer ☐ Factory Branch ☐ Distributor ☐ Distributor Branch ☐ Importer

**Indicate with an X the vehicle type(s) you manufacture, distribute and/or import.**

☐ **New** Motor Vehicles (to include cars, trucks, rugged terrain [sport utility], vans, and buses)  
☐ **New** Motorhomes ☐ **New** Snowmobiles ☐ **New** Motorcycles  
☐ **New** Quadricycles (includes quadricycle-like vehicles) ☐ **New** Personal Watercraft

1. Business name \_\_\_\_\_

2. Business address \_\_\_\_\_  
Street address City State Zip code

3. Mailing address \_\_\_\_\_  
P.O. Box or street address City State Zip code

4. Federal Tax or Corporate Tax ID Number: \_\_\_\_\_

5. \*Business' License Liason: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Email: \_\_\_\_\_

\*Indicate the person to act as the business' point of contact in matters involving the license application or other licensing concerns.

6. Applicant is: ☐ Individual ☐ Co-Partnership ☐ Corporation

7. If corporation, name of state in which incorporated \_\_\_\_\_

8. A copy of the Manufacturer Certificate of Origin (MCO) for each vehicle offered for sale, lease or distribution under a common name, trademark or service mark must be submitted. The MCO must indicate the make name and model of each vehicle manufactured and distributed to a Montana dealer. The make indicated on the MCO must comply with National Crime Information Center (NCIC) standards. Any MCO not in compliance may be returned for correction, causing a delay in the sale to dealer or customer. The following website provides a list of standard make codes:  
<https://info.publicintelligence.net/NCICVehicleCodes.pdf>

9. A copy of a blanket sales agreement between the manufacturer and the dealer(s) in this state must be submitted. (Not required for renewals unless changes have been made to agreement on file.)

10. A copy of the delivery and preparation obligations required to be performed by a dealer prior to delivery of a new motorized vehicle or new personal watercraft to a buyer must be submitted. (Not required for renewals unless changes have been made to document previously submitted.)

11. A list indicating the name and address of each dealer within the state of Montana that receives new motor vehicles and the make(s) sold by each dealer must be submitted. Dealers having multiple locations must be indicated as a separate entry. All dealers indicated must be licensed with the department.

\*\*\* Continued on page 2 \*\*\*

Montana state and county authorities reserve the right to reject any form that has been altered.

This form is available in alternate formats for people with disabilities.



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# Application for Manufacturer, Distributor, Importer License

Fees include 3% administration fee per [MCA 61-3-111](#)

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12. Indicate the name, address and contact information of each factory branch, distributor branch, and agent or representative that coordinates and promotes sales efforts with the Montana dealer(s).

A representative residing in Montana may obtain plates as provided in MCA 61-4-221 through 223, The license plates are used solely in the conduct of the manufacturer's business and operated by or under the control of the manufacturer's representative.

Name	Address, City, State, Zip	Requesting plates Y/ N
Phone Number (if applicable)	Email Address (if applicable)	
Name	Address, City, State, Zip	
Phone Number (if applicable)	Email Address (if applicable)	

13. Application and plate fees (if applicable). **Complete next page (MV35MFG) to receive license plates for Montana manufacturer's representatives (if applicable).**

Fees	Number of plates		Total
Application Fee			\$15.45
Plate Fee	1	\$267.80	
Additional plates	_____	\$30.90 per set	
Total			

## Certification

I \_\_\_\_\_ hereby certify under penalty of law (MCA 45-7-203 Unsworn Falsification to Authorities) that on this date \_\_\_\_\_:

- I am the person named on this form
- The statements made and information contained on this form are true and correct to the best of my knowledge, information and belief
- If signing for a business entity or trust, I have full authority to do so
- I authorize the insurance company to release all general liability insurance policy information to the state of Montana, Vehicle Services Bureau
- My name, as it appears above, is intended for the purposes of this document to be my genuine signature and acknowledgment of this form.
- Applicant agrees to comply with the provisions of the Mont. Code Ann., and rules and regulations promulgated thereunder applicable to motor vehicle dealers, distributors and manufacturers in effect on the date of this Application.
- Electronically sign here to submit via email.....  
(Ensure all pages complete before electronically signing) \_\_\_\_\_ Electronic signature of owner/corporate officer
- Or sign below if scanning, faxing, or mailing form.

Signature of owner/corporate officer (If corporate officer, give title) (This is my legal signature)

Date

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This form is available in alternate formats for people with disabilities.



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# Manufacturer's Representative License Plate Order Form

Office Use Only

Fees include 3% administration fee per [MCA 61-3-111](#)

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Business Name \_\_\_\_\_ License # \_\_\_\_\_

Plate Fee (includes one set of number plates): **\$267.80**

Additional Plates (\$30.90 per set): \_\_\_\_\_ set(s) @ **\$30.90 per set:** \_\_\_\_\_

**Total:** \_\_\_\_\_

As provided in MCA 61-4-221 through 223, I/we, as a licensed motor vehicle manufacturer, hereby make license plate application to the Motor Vehicle Division for the following Montana manufacturer's representative(s). The license plates are used solely in the conduct of the manufacturer's business and operated by or under the control of the manufacturer's representative.

Name of Representative	Street Address	City, State, Zip

Applicant agrees to comply with the provisions of the Mont. Code Ann., and rules and regulations promulgated thereunder applicable to motor vehicle dealers, distributors and manufacturers in effect on the date of this Application.

Under penalty of law (MCA 45-7-203), I certify that the statements made and information contained on this form are true and correct to the best of my knowledge, information, and belief; that each representative listed above is a resident of Montana employed by our business to coordinate and promote sales efforts with authorized dealers; and, if signing for a business entity or trust, I have full authority to do so.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Applicant's printed name

\_\_\_\_\_  
Applicant's title

\_\_\_\_\_  
Date

**Return this form to the Vehicle Services Bureau with the required fees.**