



# Application for Manufacturer, Distributor, or Importer License

## Instructions

FOR OFFICIAL USE

PLEASE PRINT P.O. Box 201431 Helena, MT 59620-1431 • Phone (406) 444-3661 • Fax (406) 444-0116 • [dojdealerinfo@mt.gov](mailto:dojdealerinfo@mt.gov) • [mvdmt.gov](http://mvdmt.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://mvdmt.gov/dealer-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: <https://archive.legmt.gov/bills/mca/index.html>

- Definitions: § 61-4-201, MCA
- License requirements: § 61-4-202, MCA
- Filing agreement – product liability: § 61-4-204, MCA
- Limitations on cancellation and termination: § 61-4-205, MCA
- Objections – hearing: § 61-4-206, MCA
- Prohibited acts: § 61-4-208, MCA
- Cease and desist orders: § 61-4-209, MCA
- Damage notice: § 61-4-212, MCA
- Manufacturer's representative's license plates: § 61-4-221, MCA
- Manufacturer's representative license plate fees: § 61-4-222, MCA
- Montana code governing the buyback of products when a franchise agreement is cancelled: § 30-11-70, MCA

### The following items must 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. 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 § 61-4-221, MCA may obtain license plates for display on a motor vehicle used solely for business purposes.

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

**Upon receipt of the completed forms, the department will process your application for licensure.**

**All fees include 3% administration fee per § 61-3-111, MCA. The approximate time to process a license is three weeks.**



# General Dealer License Information and Requirements

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Date Approved \_\_\_\_\_

License No. \_\_\_\_\_

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License expires based on renewal schedule

As provided in § 61-4-201 – 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 Motor Homes \_\_\_\_\_ New Personal Watercraft  
\_\_\_\_\_ New Motorcycles \_\_\_\_\_ New Snowmobiles  
\_\_\_\_\_ New Quadricycles (including quadricycle-like vehicles)

1. Business Name: \_\_\_\_\_

2. Business Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone Number (must be listed with directory assistance): \_\_\_\_\_

4. FEIN or MT Corporate ID (required): \_\_\_\_\_

\*Business License Liaison: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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

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.

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 the 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.



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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 § 61-4-221 -223, MCA. 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 Code
Phone Number:	Email Address:	Requesting Plates? <input type="checkbox"/> yes <input type="checkbox"/> no		

Name	Address	City	State	Zip Code
Phone Number:	Email Address:	Requesting Plates? <input type="checkbox"/> yes <input type="checkbox"/> no		

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

Fee Type	Number of Plates Requested	Fee Cost	Total
Application	N/A	\$15.45	\$15.45
Plate Fee	N/A	\$267.80	\$267.80
Additional Plates	_____ X	\$30.90	= _____
		<b>Total</b>	_____

## Certification

I \_\_\_\_\_ Hereby certify under penalty of law (§ 45-7-205, MCA Unsworn Falsification to Authorities)  
Print Full Legal Name

that on this date \_\_\_\_\_ :  
Date (dd/mm/yyyy)

- 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 the 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 acknowledgement of this form;
- I agree to comply with the provisions of the Montana Code Annotated (MCA), and the rules and regulations applying to motor vehicle dealers, distributors, and manufacturers.

Printed Name

Title

Legal Signature

Date (dd/mm/yyyy)



# Manufacturer's Representative License Plate Order Form

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

Fee Type	Number of Plates Requested	Fee Cost	Total
Application	N/A	\$15.45	\$15.45
Plate Fee	N/A	\$267.80	\$267.80
Additional Plates	_____	\$30.90	_____
		<b>Total</b>	_____

As provided in § 61-4-221 – 223, MCA, I/we, as a licenses motor vehicle manufacturer, submit this license plate to the Motor Vehicle Division for the following Montana manufacturer's representative(s). The license plates will be used solely in the conduct of the manufacturer's business and by or under the control of the manufacturer's representative.

Name of Representative	Street Address	City, State, Zip

## Certification

I \_\_\_\_\_ Hereby certify under penalty of law (§ 45-7-205, MCA Unsworn Falsification to Authorities)  
Print Full Legal Name

that on this date \_\_\_\_\_ :  
Date (dd/mm/yyyy)

- 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 the 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 acknowledgement of this form;
- I agree to comply with the provisions of the Montana Code Annotated (MCA), and the rules and regulations applying to motor vehicle dealers, distributors, and manufacturers.

Printed Name

Title

Legal Signature

Date (dd/mm/yyyy)

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