



Licensed Dealer Guidelines

Licensed Dealer Information

The following information is provided to licensed Montana dealers. This information should be reviewed and referenced to ensure licensing guidelines are followed. Montana dealer regulations are in § 61-4, MCA

Vehicle Sales

Sales can only be made from the dealer's licensed location unless an off-premises permit is obtained.

Temporary Registration Permits (TRP)

Electronic TRP Service Requirements

1. Complete the following three training requirements.
 - a. Complete online TRP training <https://app.mvdmt.gov/trp/login>
 - b. Complete and submit registered user documents <https://mt.accessgov.com/registered>
 - c. Order TRP plastic sleeves through the Montana Automobile Dealer Association (MTADA) at 406-442-1233 or the Montana Independent Automobile Dealer Association (MTIADA) at 406-591-3087.
2. Follow TRP issuance guidelines
 - a. TRPs must be issued following MCA and applicable training guides.
 - b. A licensed Montana dealer can only issue one 40-day permit per vehicle sale.
 - c. Enter lien information into the TRP service when a lien is being filed on a vehicle.
 - d. Manage voided TRPs according to instructions <https://app.mvdmt.gov/trp/login>.
3. Follow TRP void guidelines
 - a. Voided TRP on the same day of issuance
 - i. If a dealer voids a TRP for cancellation of sale or wrong vehicle the same day of issuance, the dealer must call the Motor Vehicle Division (MVD) Finance Department at 406-444-3884 or email the same day at MERLINfinance@mt.gov.
 - ii. A TRP fee is not charged, if contact is made the same day.
 - b. If the sale is cancelled within the 40-day timeframe
 - i. The dealer must void the TRP using the 'Cancellation of Sale' void reason in the TRP service.
 - ii. The dealer must send the required TRP fee to MVD
 1. The fee can be submitted to MVD via:
 - A check with a reference on the memo line of 'Voided TRP Fees', or
 - A credit card.
 - iii. MVD will perform monthly audits and notify the dealer of outstanding TRP fees.
 - c. If a sale is cancelled after the 40-day timeframe; the vehicle must be titled and registered at the county office, in the purchaser's or dealer's name, and all applicable fees collected pursuant to § 61-3-220, MCA.

Manual Permits

Dealers using the electronic TRP service may purchase manual permits by submitting a request to dojdealerinfo@mt.gov. Dealers are required to complete an assignment log for each manual permit issued.

Manual permits can be used in the following emergency situations.

1. Temporary Registration Permit site is unavailable.
2. In the specific situation where the TRP system does not validate because of a Short VIN (less than 17 characters) or a Trailer VIN.

Manual permits cannot be issued in the following situations.

1. Previous customer has not completed title and registration.
 - a. The TRP site will show messages such as "pending approval" or "Active TRP"
2. Previous TRP has not been Completed/Voided properly
 - a. The TRP site will show message of "Active TRP"

TRP Assistance

To receive TRP username or password help, contact Montana Interactive at 406-449-3468.



Licensed Dealer Guidelines

Page 2 of 3

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Title Work

Title work must be submitted to your purchaser's county treasurer's office. Customers must prove Montana residency through their local county treasurer's office before title and registration is processed. This can be completed by mailing the title work or the dealership delivering the title work directly to the county office. The title work cannot be given directly to your purchaser. County treasurer address and phone numbers are located at <https://mvdmt.gov/county-treasurer-locations/>. If your purchaser lives out of state, check their state rules for submitting title work.

1. Verify you have the most current title.
 - a. VIN check for Montana titled vehicles <https://app.mvdmt.gov/trp/login>
 - b. NMVTIS check for out of state titled vehicles https://vehiclehistory.bja.ojp.gov/nmvtis_vehiclehistory
2. Verify there are no outstanding Temporary Registration Permits (TRP)
 - a. VIN check through the TRP service <https://app.mvdmt.gov/trp/login>
 - b. If a TRP exists, the TRP recipient showing in the service must title and register the vehicle before another TRP can be issued for your vehicle sale.
3. Verify the ownership is transferred from buyer(s) to seller(s) throughout the chain of ownership. Verify sale dates and application dates are entered on the title work.
4. Verify an odometer reading was provided for vehicles that are 2011 or newer and 20-years old or less, and the buyer and seller sign acknowledging the reading.
 - a. The same dealer agent cannot sign as Power of Attorney for the seller and sign as an agent for the buyer.
5. Verify the VIN and odometer are accurate on the title work. This applies to the traded-in vehicle and the vehicle being sold.
6. Verify if any brands exist.
7. Verify purchaser's name, address.
8. Verify purchaser's driver license, or FEIN, or corporate ID is entered on the title work.
9. Verify the vehicle description matches on all documents.
10. Verify the vehicle description is complete including weight, truck tonnage, trailer length, and color.
11. Verify any errors are explained with an error statement (MV100).
12. If a lien is being filed on the vehicle, verify the lien information is entered on the title work and the fee is included or being paid by the lender separately.
13. Verify all documents are completed and legible including purchaser contact information (email address and phone number).
14. Enter your dealer license number on the title work.
15. Have the purchaser sign the application (MV1).
16. Highlighting is not allowed; black or blue ink is required.

★ If there will be a delay in title processing, let your customer know.

Motor vehicle title and registration forms are located: <https://mvdmt.gov/forms-manuals-vehicle-title-registration/>

The Montana title manual is located: <https://mvdmt.gov/wp-content/uploads/2023/11/MT-Montana-Title-Manual.pdf>

For additional assistance completing title paperwork, please contact mvdtitleinfo@mt.gov.

Dealer Title Only

A Montana dealer must sign off their interest in a 'used' vehicle to a purchaser using the dealer reassignment portion of a title. If all dealer reassignments are used, the purchasing Montana dealer must apply for a dealer title only. Out-of-state dealers and Montana auto auctions are not authorized to obtain a dealer title only.

Dealer title only requirements are located:

<https://mvdmt.gov/wp-content/uploads/2023/11/MT-Montana-Title-Manual.pdf>



Licensed Dealer Guidelines

Page 3 of 3

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Plates

Dealer Plates

1. Issued in sets of two, display one on front and one in rear plate area.
 - a. Not on the dash or in the back window.
2. These plates must only be used by an owner, the owner's spouse, officers, or employees of the dealership.
 - a. The term "officers" includes only the persons listed on the manufacturer's franchise agreement or the importer's distribution agreement and the term "employees" means persons upon whom the dealer has paid social security taxes as a full-time employee.
3. Buyer's guide (used) or the Monroney label (new) must be posted and conspicuously displayed in vehicles offered for sale.

Demonstrator Plates

1. Issued as one plate, displayed in the rear plate area.
 - a. Not on the dash or in the back window.
2. Used by the customer to demo the vehicle for no more than 72 consecutive hours.
3. May be used by employees for dealer related business.
4. Buyer's guide (used) or the Monroney label (new) must be posted and conspicuously displayed in the vehicle.

Loaner Plates – Franchise (New) Dealer ONLY

1. Dealer must be a new motor vehicle dealer under a franchise contract to sell new motor vehicles
2. Loaner Plates can only be used by customers who are having their vehicle repaired
3. Dealer shall maintain detailed records of loaner plate usage (MVD can supply "Loaner Plate Assignment Log")

Courtesy Plates

1. Issued in sets of two, display one on front and one in rear plate area.
 - a. Not on the dash or in the back window.
2. A dealer may receive up to two sets
3. Used exclusively for religious, charitable, scientific, or education purposes not to exceed 30-days in a year.
4. Dealer shall maintain detailed records of the courtesy plate usage pursuant to § 61-4-130, MCA.

Test Drives/Driving Dealer Vehicles

1. Montana law requires
 - a. You to verify that the operator has a valid driver license.
 - b. Proof of insurance on all vehicles on public streets, proof must be in the vehicle during test drives.

Miscellaneous Plate Information

1. A buyer's guide must be displayed on all Dealer and Demo plated vehicles.
 - a. When windows are deeply tinted, laminating the guide on the OUTSIDE of the window is suggested.
 - b. Review plate inventory regularly.
 - i. If plates are lost or missing, report the numbers to Vehicle Services Bureau (VSB).
 - c. Return trade-in vehicle license plates to your customer.
 - i. The license plates remain in your customer's name until the vehicle is titled and registered in the new purchaser's name.
2. Lack of a buyer's guide on a dealer or demo plate display is probable cause for law enforcement to stop the vehicle.

License Renewals

Submit annual renewal application (MV25R) <https://mvdmt.gov/wp-content/uploads/2023/10/MV25R-Application-for-Dealer-License-Renewal-Fillable.pdf> and fees according to the [renewal schedule](#) to ensure delivery and continued use of dealer/demonstrator plates and dealer privileges.