New Jersey Motor Vehicle Commission

P.O. Box 160
Trenton, New Jersey 08666-0160

STATE OF NEW JERSEY

Dealer License Renewal Instructions

Enclosed is your renewal application for your dealer license and associated dealer plates. **Your license expires on March 31, 2024, please submit your application as soon as possible to avoid disruption with your business. We have included an email contact line on the application. Please utilize this area so that we may communicate via email to request any additional documents or if we have questions regarding your application.**

To ensure prompt processing of your renewal application, please follow the instructions below:

1. Complete all questions and sign the renewal application form. Please ensure that the names of all owners, partners, members, officers or directors, as well as their current titles, home addresses and driver license numbers are listed on the application form (question #6). The application must be signed by one of the owners, partners, members, officers or directors listed on the form. Signatures of managers or other employees are not acceptable. In addition, list any branch locations on a separate sheet of paper. **(Please provide us with a direct contact person and phone number for any issues that may occur.)**

2. Note all changes to your business on the upper right hand corner of the renewal form and submit an Application to Amend a Business License, Form BLS-25, which can be obtained at http://www.state.nj.us/mvcbiz/. All BLS-25 forms submitted during the renewal period must be sent prior to February 1, 2024, to allow for enough time to process the change.

3. On the reverse side of the application, enter the number of dealer plates being renewed in the quantity column and the correct fee ($257.50 per set of five) in the total column. Calculate all plate fee totals and enter the grand total in the Total Plate Fees box located on the bottom right of the application. Add the Total Plate Fees to the pre-printed Wall License Renewal Fee of $100.00. Enter the total amount in the box marked Total Remitted: and enclose a business check or money order, for the Total Remitted amount made payable to the NJMVC.

   Note: You can only renew the number of sets indicated or added to the "Sets Issued" column for each series of plates. Any plate series on hand at your dealership that are not being renewed must be returned to the MVC Business Licensing Services Bureau. Failure to return plates not being renewed or police reports for any lost or stolen plates may be cause for rejection of your renewal application.

4. Submit the following documents in accordance with the Used Lemon/Warranty Law, Chapter 373 Laws of 1994:

a. A Surety Bond in the amount of $10,000, effective April 1, 2023 through March 31, 2024, in favor of the State of New Jersey; or

b. A Continuation Certificate or Bond Rider effective April 1, 2023 to March 31, 2024.

5. A Certificate of Liability Insurance that reflects coverage in the amounts of $100,000 per person per incident up to $250,000 per incident for bodily injury or death, $25,000 per incident for property damage, and $250,000 combined personal injury and property damage per incident. Please include your dealer identification number in the certificate holder section. **ALL DEALERS MUST PROVIDE A CERTIFICATE OF INSURANCE, WHETHER OR NOT YOU HAVE DEALER PLATES.**

   The Certificate of Liability Insurance must indicate the Motor Vehicle Commission issued Dealer Identification Number and the number of associated dealer plates covered by the policy. The insurance must be renewed as necessary to ensure that it remains valid for the entire prospective license term. The certificate holder must read: NJMVC Business Licensing Services Bureau, P.O. Box 170, Trenton, NJ 08666-0170.

6. Complete and submit the Business Hours, Allowable Use, Franchise Agreement (New Car Dealers Only), and the Signatory Form Notification form. Be sure to sign the bottom of the form.

7. Submit a completed child support form for each owner, partner, member, officer or director. Please photocopy the enclosed blank child support form, as necessary, for each owner, partner, member, officer or director.

8. You must include a copy of your lease agreement or deed, if owned by the dealership.

Please review all documents and corresponding fees, before mailing in the self-addressed return envelope. Any errors and/or omissions may delay the renewal of your license and may result in your dealership not receiving its renewed license and registration certificates before the March 31, 2023 expiration date. Applications that are received near the license deadline may not be processed before the expiration of your license and therefore may create a disruption in processing your dealer work.

If you have any questions relating to your renewal application, email the Business Licensing Services Bureau at the number or email address noted at the top of page one of this instructional sheet.

Thank you for your cooperation.

Rev. 12/2022