



Department of
the Secretary of State
Bureau of Motor Vehicles

Matthew Dunlap
Secretary of State

Patty A. Morneault
Deputy Secretary of State

Garry Hinkley
Director of Vehicle Services

Dear Prospective Applicant:

Enclosed is a copy of the requirements pertaining to recyclers and scrap processors, together with the proper application forms. Compliance with these requirements is necessary before you may be issued a State Recycler License.

The rules governing recyclers and scrap processors licensing and the requirements that must be met, can be found on the State of Maine website at:

www.maine.gov/sos/cec/rules/29/250/250c103.doc

If you have any questions concerning the application material, please do not hesitate to contact BMV at (207) 624-9000 Ext. 52143, or by mail to: Secretary of State, Bureau of Motor Vehicles, Dealer and Agent Services, 29 State House Station, Augusta, Maine 04333-0029.

Sincerely,

A handwritten signature in black ink that reads "Garry Hinkley".

Garry Hinkley
Director of Vehicle Services



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Information for Recycler License Applicants

In order for the Secretary of State to issue a recycler license, the applicant shall:

- File the proper application and total fees to include the filing fee and licensing fee. If for some reason the license is not issued, the license fee will be rebated. The filing fee is nonrefundable by law.
- Complete a questionnaire and have it properly notarized.
- On the recycler zoning form provided for this purpose, furnish proof of compliance with building codes, zoning and land use ordinances. The form must be signed by an official of the city/town where the business is being licensed, and the official's signature must be notarized.
- Submit a completed Maine State Police SBI background check to determine if there are any criminal records filed against any owners or corporate members.
- *If the business is a partnership*, submit a copy of the partnership agreement which must list the percent of ownership of each partner. Before it is submitted, the papers must be recorded at the city/town office in the municipality where the business is located.
- *If the business is a corporation*, submit a copy of the Articles of Incorporation from the State of Maine, or in a case of a foreign corporation, proof of authority to conduct business in Maine. In both cases, we also require a separate letter signed by the corporate clerk listing the names, titles, and percent of ownership of all members of the corporation. In addition, if the applicant intends to operate under an assumed name (or DBA), then an application for assumed name must be filed with the Bureau of Corporations. They can be reached at 624-7752.
- *If the applicant is an individual owner*, you must register your DBA with the city/town office in the municipality where the business is located.
- *If the facility is not owned by the applicant*, submit a copy of the lease agreement which has been signed by both the lessee and lessor and both signatures properly witnessed or notarized.

- Submit a copy of the plot plan.
- Obtain a sales tax number by contacting the Maine Revenue Services at 287-2336.
- Submit to an inspection of the facility by a Bureau of Motor Vehicle investigator to determine that the facility meets at least the minimum requirements for the type of license you are requesting. Once a favorable report is received and approved, the recycler license will be issued.

All dealer licenses expire on the last day of the month one year from issuance.

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Dear Dealer Applicant:

In order to process your application for a dealer license, you must submit a completed Maine State Police, Bureau of Identification (SBI) search record. If you are an individual owner, please submit your own record; if it is a partnership, a record for each partner; and if it is a corporation, a record for each owner or corporate officers on the application.

To obtain your SBI record, complete the attached form and mail to:

Maine State Police
SBI Record Search
State House Station #42
Augusta, Me 04333-0042

Phone: 1-800-452-4664

Or through the internet at: www.informe.org/PCR/

If processing a SBI record by mail, a check must be made payable to Treasurer, State of Maine, in the amount of \$31.00 per owner listed. Payment by a credit card is needed for processing a SBI record through the internet.

If you have any questions regarding this matter, please feel free to contact us at 624-9000 ext. 52143.

Sincerely,

A handwritten signature in black ink that reads "Garry Hinkley".

Garry Hinkley
Director of Vehicle Services

STATE BUREAU OF IDENTIFICATION

***45 COMMERCE DRIVE, SUITE 1
STATE HOUSE STATION #42
AUGUSTA, MAINE 04333***

In accordance with provisions as set forth in Title 16 M.R.S.A. Sec. 611 et seq., the State Bureau of Identification is authorized to disseminate adult, conviction data to anyone for any purpose and other information as authorized by law.

To obtain this information you must put your request in writing on letterhead stationery, if available, clearly identifying the following:

- 1. NAME OF PERSON INQUIRED UPON AND ANY OTHER NAMES USED
PREVIOUSLY, i.e.; MAIDEN NAME, OTHER MARRIED NAMES, ALIASES**
- 2. COMPLETE DATE OF BIRTH**
- 3. PURPOSE OF REQUEST, i.e.; EMPLOYMENT, VISA**
- 4. INQUIRER'S NAME, ADDRESS AND TELEPHONE NUMBER**
- 5. FEE OF \$31.00 (\$41.00 if notarized copy is required) FOR EACH PERSON INQUIRED UPON, DUE AT THE TIME THE INQUIRY IS MADE. (Make check payable to: *TREASURER, STATE OF MAINE.*)**
- 6. MAIL INQUIRY TO ADDRESS LISTED AT TOP OF THIS NOTICE.**

(The fee is required of all persons, non-governmental agencies, out-of state government agencies and federal government agencies. Public Schools within the State of Maine are exempt from the fee. Governmental agencies within the State of Maine, for licensing purposes where a fee is charged for the license and the record check is NOT mandated by law, are subject to the fee of \$31.00. Government agencies within the State of Maine, for non-licensing purposes or for licensing purposes where no fee is collected or record check is mandated by law, are exempt from the fee.)

If you have questions, please call (207) 624-7240.



STATE OF MAINE
Department of Public Safety
Maine State Police
State Bureau of Identification
45 Commerce Drive, Suite 1
42 State House Station
Augusta, Maine 04333-0042
207-624-7240

PAUL R LEPAGE
GOVERNOR

COL. PATRICK J. FLEMING
CHIEF

JOHN E. MORRIS
COMMISSIONER

LT. COL. ROBERT A. WILLIAMS
DEPUTY CHIEF

As authorized by 16 M.R.S.A. C.3, SubC. VIII, section 615, I request all conviction data on file within the Maine State Bureau of Identification on the person listed below. (Please print clearly)

Purpose of Request: _____

Name: _____ Date of Birth: _____

Aliases, Maiden Name, Married Names: _____

Address _____

Person Inquiring: _____

Address: _____

Phone Number: _____

Signature: _____ Date: _____

* Checks or Money Orders payable to: **Treasurer, State of Maine** (\$31 per request or \$41.00 per request if you wish to have it notarized)

* Mail to the address given above.

SBI USE ONLY

Office Use

Bureau of Motor Vehicles Application for a Dealer License

Type:

- New Application
 Additional License Type
 Annex Location
 Other (Specify) _____
 Change of Status
 Change of Location
 Secondary Location _____

Owner Name _____ Phone Number _____

Business Name _____ Phone Number _____

Business Physical Location _____

City or Town _____ Zip Code _____

Business Mailing Address _____

City or Town _____ Zip Code _____

Franchise(s) Held _____

Sales Tax Number _____ Federal ID Number _____

E-mail Address: _____

Website Address: _____

Please list any annex or secondary location(s) where business will be conducted under same license:

LOCATION(S) _____ Phone Number _____

In the columns below please check off the types of licenses you are applying for and enter the appropriate fee. Total the far right column and enter the amount at the bottom.

Types of Licenses	License	License Fee	Total Fee
New Car Dealer License		@ 150.00 ea.	
Used Car Dealer License		@ 150.00 ea.	
Loaner License		@ 150.00 ea.	
Equipment Dealer License		@ 150.00 ea.	
Transporter License		@ 150.00 ea.	
Recycler License (no fee if licensed as new, used, or equipment dlr.)		@ 150.00 ea.	
Auction License		@ 150.00 ea.	
Heavy Trailer License (over 3,000 lbs.)		@ 150.00 ea.	
Light Trailer License (3,000 lbs. or less)		@ 50.00 ea.	
Motorcycle Dealer License		@ 50.00 ea.	
Annex License		@ 150.00 ea.	
Secondary Location (within 1 mile of EPB)		@ 100.00 ea.	
Filing Fee - If you are applying for a new license, changing a business location, or changing ownership or corporate structure.			
Add \$150.00			
TOTAL (Total Amount from Back and Front)			

Please list below the name, address, date of birth, and title of **each** owner, partner, or officer in your business.

Name	Address	Date of Birth	Title

Applicant Questionnaire for the Licensing of Dealers, Transporters, Loaners or Recyclers

Type:

- New Application
 Additional License Type
 Annex Location
 Other (Specify)
 Change of Status
 Change of Location
 Secondary Location _____

Owner Name _____ Phone Number _____

Business Name _____ Phone Number _____

Business Physical Location _____

City or Town _____ Zip Code _____

Business Mailing Address _____

City or Town _____ Zip Code _____

What type of business are you licensing? _____

Please answer each question by check marking either Yes or No.

1. Is there now or was there previously a licensed dealership at your location? Yes No
 If Yes please supply name of dealership: _____
 If Yes, were you an owner of this dealership? Yes No
2. Is there any other business at this location? Yes No
 If Yes, what is the name and type of this business? _____
3. Do you own that business? Yes No
4. What days and hours is your business open? _____
5. Do you currently have ownership in any other dealership? Yes No
 If Yes, please list the dealership(s) name and license types and numbers:

<u>Dealership(s) Name</u>	<u>License Type & Number</u>
_____	_____
_____	_____
_____	_____

These questions ask about your established place of business:

1. Is your business located in a permanently enclosed commercial building? Yes No
2. Is your business located on one parcel of land? Yes No
3. Do you own the property & buildings? Yes No
4. Do you lease the property & buildings? Yes No
 (If Yes, enclose a copy of the lease)

These questions ask about your display/repair area:

NOTE: Recyclers/Salvage is exempt

1. Does your business have at least 5,000 sq. ft. of display area in or adjoining the building? Yes No
2. Do you lease your repair facility? If so, a copy of that lease must be provided to BMV. Yes No
3. Do you lease your repair facility to a Maine Inspection Technician? Yes No
4. If you lease your repair facility, do you have a minimum 2' x 3' sign stating that any repair work done on site for the dealership will be performed by the technician leasing the space? Yes No
5. Does the sign contain the technician's address and telephone number? Yes No
6. Do you have the tools and equipment needed to repair and service vehicles properly? Yes No
7. Do you have an air compressor? Yes No
8. Do you have a hydraulic jack or lift? Yes No
9. Do you have a full set of mechanics tools? Yes No
10. Does the owner or an employee work as a mechanic at least 30 hrs. per week? Yes No

These questions ask about your business office:

- 1. Do you have an office with at least 64 sq. ft. to keep records and conduct business? Yes No
- 2. Is your office heated? Yes No
- 3. Does your office have at least 1 desk, 2 chairs, and a filing cabinet? Yes No
- 4. Is your office completely enclosed by floor to ceiling construction? Yes No
- 5. Is your office separate from any living quarters? Yes No
- 6. Is your office located in or adjoining your business building? Yes No

These questions ask about your business sign:

- 1. Is your business identified by an exterior sign? Yes No
- 2. Is the sign permanently affixed to land or building? Yes No
- 3. Is the sign readable at a distance of 200 feet? Yes No
- 4. Is the sign at least 12 square feet in size? Yes No
- 5. What does the sign say? _____

If you are applying for a recycler dealer license, you must also complete the last set of questions by checking Yes or No to each question below.

- 1. Is there a storage area in or adjoining the building? Yes No
- 2. Is the business within 1,500 feet of a state or federally owned cemetery? Yes No
- 3. Did your salvage yard exist before December 5, 1983? Yes No
If No, what date did your salvage yard begin? _____
- 4. Is this an expansion of an existing salvage yard? Yes No
- 5. Do you maintain a business inventory of all vehicles, component parts, body, chassis, or transmissions that are received or disposed of as required by law? Yes No

5a. Explain your record keeping procedures: _____

- 6. Are you currently a licensed dealer in Maine? Yes No
- 7. Are you currently a licensed dealer in any other state? Yes No

Signature of Applicant	Title	Date
------------------------	-------	------

Notarization Required

Before me personally appeared _____, who by me being duly sworn under oath says that the statements set forth above are true and correct.

Sworn to and subscribed before me at _____, Maine, on this _____ day of _____, 20_____.

Notary Public _____

My Commission Expires: _____

**SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
STATE HOUSE STATION 29
AUGUSTA, MAINE 04333**

**VEHICLE SALVAGE DEALER AND RECYCLER LICENSE
BUILDING CODE, ZONING AND LAND USE REGULATORY ORDINANCE CLEARANCE**

Applicant's Name, Business Name and Business Address

Dear Sir:

As required by the Secretary of State, the above named applicant, at the location shown, is in compliance with all local building codes; zoning and land use regulatory ordinances and has the required permits issued by this municipality to conduct business as a vehicle salvage/recycler dealer.

This applicant's business is required to be issued an automobile graveyard/junkyard permit pursuant to Title 30-A, Section 3753. **YES** **NO**

If YES, an automobile graveyard/junkyard permit:

- Has been issued**
- Will be issued**
- Will not be issued**

Signature - Authorized City/Town Official

Title

NOTARIZATION REQUIRED

STATE OF MAINE - County of _____ Date. _____ 20____ Then personally appeared the above AUTHORIZED CITY/TOWN OFFICIAL named _____ and acknowledge the foregoing instrument under oath to be _____ free act and deed.

NOTARY PUBLIC or ATTORNEY _____

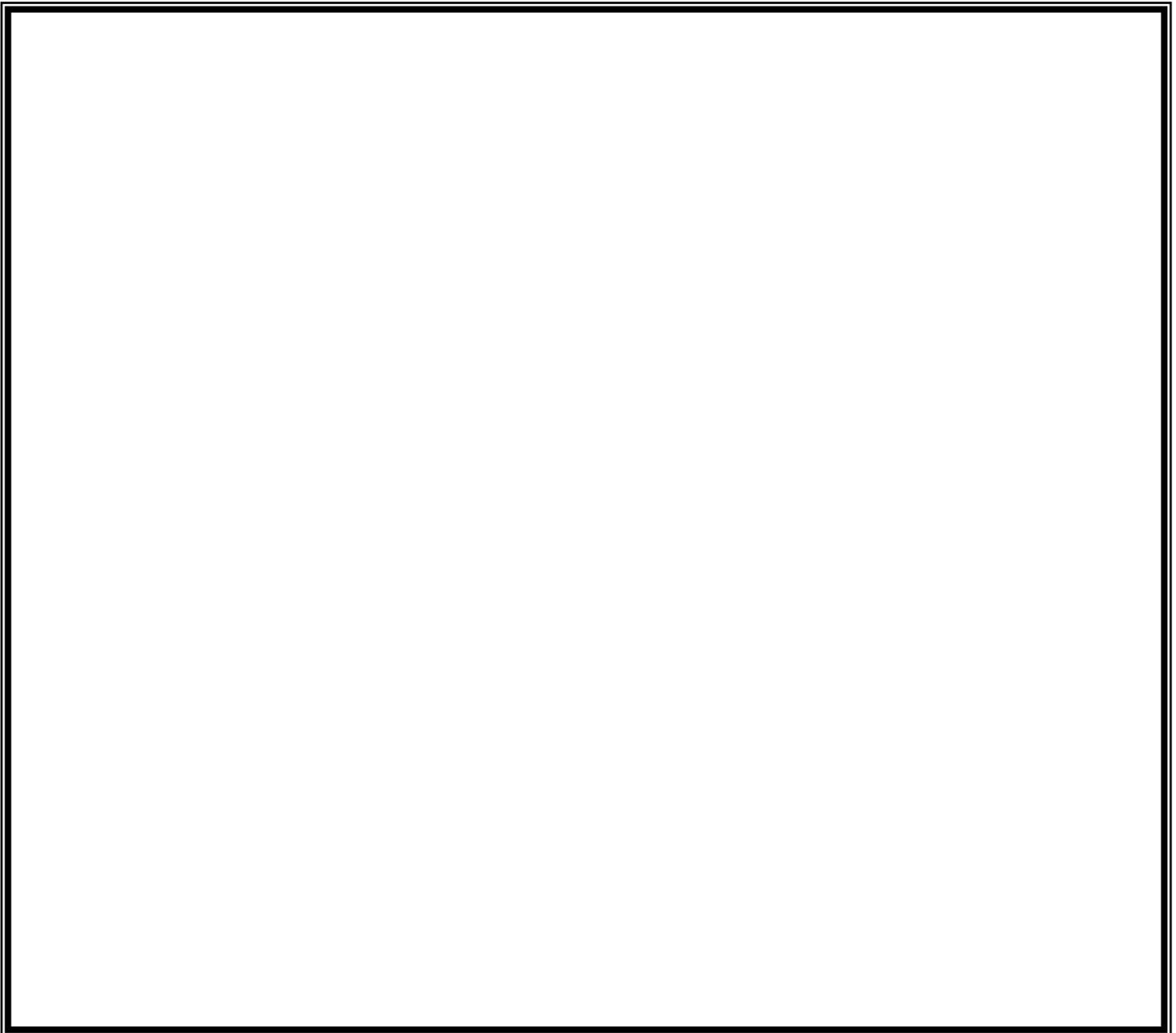
My commission expires: _____

Dealership Plot Plan

Dealership Name: _____

Dealership Location (Physical Location) _____

Please use the area provided below to draw a layout of your facility. Include the dimensions of the office area, repair area, and the display area. Also indicate where the sign will be posted. If there are any other businesses operating at this same location, show their area as well.



SAMPLE LEASE

I, *Lessor Name*, agrees to lease to *Lessee Name & Business Name*, a parcel of land and building thereon located on *Street Address & Town*

This parcel consists of a lot *Size of Lot*, and a building, *Size of Buidling*. This building consists of an office, *Size of Office*, and a repair area, *Size of Repair Area*.

This lease will be valid for one year from this date, *Beginning Date of Lease*, and will be renewed yearly thereafter. This lease may not be terminated by either party without 30 days written notice.

Witness

Lessee

Witness

Lessor

This “Sample Lease” is provided for your convenience in submitting the required lease, if you presently lease/rent your place of business.

SAMPLE LEASE

I, _____, agrees to lease _____,
a parcel of land and building thereon located on _____,
_____.

This parcel consists of a lot _____, and a building, _____. This
building consists of an office, _____, and a repair area, _____.

This lease will be valid for one year from this date, _____, and
will be renewed yearly thereafter. This lease may not be terminated by either party
without 30 days written notice.

Witness

Lessee

Witness

Lessor

**This "Sample Lease" is provided for your convenience in submitting the required
lease, if you presently lease/rent your place of business.**

SAMPLE PARTNERSHIP AGREEMENTS

EXAMPLE "A"

January 1, 2012

We, John Doe and Barbara Smith, have formed a partnership in connection with the business of John & Barbara's Used Cars, located on the Brown Road in Caribou Maine.

EXAMPLE "B"

January 1, 2012

We, John Doe and Barbara Smith, have formed a partnership in connection with the business of John & Barbara's Used Cars, located on the Brown Road in Caribou Maine. This is a a 60/40 partnership, with John Doe at 60% owner of the business.

EXAMPLE "C"

January 1, 2012

We, John Doe and Barbara Smith, & Dexter Jones have formed a partnership in connection with the business of J-B-D Used Cars, located on Route 1 in Caribou Maine. This is a 50/30/20 partnership with the ownership as follows:

John Doe	50%
Barbara Smith	30%
Dexter Jones	20%

These samples are provided for your convenience to assist you in writing your own partnership agreement. However, the above formats are not mandatory forms. For legal reasons, you may wish to have a lawyer assist you with your partnership papers.

If you choose to use on of the above forms, it must be signed by both or all partners, and each signature must be individually witnessed and notarized. These papers must then be recorded with the city hall or town office of the municipality in which your business is located.