



Department of
the Secretary of State
Bureau of Motor Vehicles

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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.