



*Department of
the Secretary of State
Bureau of Motor Vehicles*

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:

<https://www.maine.gov/sos/cec/rules/29/250/250c103.docx>

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

Sincerely,

A handwritten signature in cursive script that reads "David W. Guilmette".

**David W. Guilmette
Director, Office of Investigation
& Dealer Licensing**



**STATE OF MAINE
BUREAU OF MOTOR VEHICLES
DEALER LICENSING**

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 \$21.00 fee for our office to process a Maine State Police SBI background check to determine if there are any criminal records filed against any owners or corporate members.
- *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 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, Elections and Commissions.

They can be reached at (207) 624-7752.

- In addition to the copies of your organizational documents from the Bureau of Corporations, Elections and Commissions. You must provide a sworn affidavit (**must be notarized**) that includes the names, titles, and percentage of ownership of all involved in the business.
- *If the facility is not owned by the applicant*, submit a copy of the lease agreement. Requirements of the lease agreement are as follows: must include size of lot, size of building, size of office, size of repair area, must be signed by both the lessee and lessor and both signatures must be properly witnessed or notarized.
- Submit verification of registration through the National Motor Vehicle Title Information System (NMVTIS).
- Submit a copy of the plot plan. (Please include measurements)
- Obtain a sales tax number by contacting the Maine Revenue Services at (207) 624-9693.

Your application will be submitted to an inspection of the facility by a Bureau of Motor Vehicle Detective 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.

Bureau of Motor Vehicles Application for a Dealer License

Office Use

Type:

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

Owner (s) Name _____ **Cell Number** _____
DBA (If Applicable) _____
Business Name _____ **Phone Number** _____
E-mail Address: _____ **Fax Number** _____

Business Physical Location _____
City or Town _____ **Zip Code** _____

Business Mailing Address _____
City or Town _____ **Zip Code** _____

Sales Tax Number _____ **Federal ID Number** _____
Franchise(s) Held _____

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

Location _____ **Phone Number** _____
Location _____ **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 / Fees	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		\$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		\$100.00 ea.	
SBI Background Check (Per Owner, Partner, of Officer)		\$21.00 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	% of Ownership
Name	Address	Date of Birth	Title	% of Ownership
Name	Address	Date of Birth	Title	% of Ownership
Name	Address	Date of Birth	Title	% of Ownership

Primary contact person: _____ Contact phone number: _____

Is your business: (Check One)

- Individual Partnership Corporation (LLC)

If a corporation, what state are you incorporated in? _____

Within the past (5) five years, have you or any partner, director or officer of your business been found guilty of any:

1. **Felony** Yes ____ No ____
2. **Criminal violation under Title 29-A or Title 17-A** Yes ____ No ____
3. **Any civil judgment involving fraud, misrepresentation or conversion** Yes ____ No ____

If yes to any give location, date and violation _____

Write the number of plates you need to match the type of license you applied for on the front of this application. Multiply the number of plates times the plate fee, enter the amount in the far-right column and total the column.

Type of Plate	No. of Plates	Plate Fee	Total Fee
New Car Dealer Plate		\$20.00 ea.	
New Car Dealer Vanity Plate		\$50.00 ea.	
New Car Loaner Vanity Plate		\$50.00 ea.	
Used Car Dealer Plate		\$20.00 ea.	
Loaner Plate		\$20.00 ea.	
Equipment Dealer Plate		\$20.00 ea.	
Transporter Plate		\$20.00 ea.	
Heavy Trailer Dealer Plate (over 3,000 lbs.)		\$20.00 ea.	
Light Trailer Dealer Plate (3,000 lbs. or less)		\$5.00 ea.	
Motorcycle Dealer Plate		\$5.00 ea.	
Light Wrecker Plate (26,000 lbs. or less)		\$50.00 ea.	
Heavy Wrecker Plate (80,000 GVW or less)		\$200.00 ea.	
Service Vehicle Plate <small>New or used car only</small>		\$50.00 ea.	
Equipment Service Vehicle Plate		\$50.00 ea.	
TOTAL (carry total to front side)			

Signature of Owner

Official Title

Date

To process this application, the Owner's Signature is required.

Add the total fees on both sides of this sheet and send your check, made payable to the Secretary of State, to: **Bureau of Motor Vehicles, Dealer Licensing, 29 State House Station, Augusta, Maine 04333.** Payment may be made by credit card:

Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express
Number: _____ Expiration Date: _____ Zip Code: _____
Name on Credit Card: _____

If you have any questions, please contact Dealer Licensing
 Ph: (207) 624-9000 Ext. 52143 / Fax: (207) 624-9126 / Email: DealerLicensing.BMV@Maine.gov

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

Type:

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

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? _____

Section I: 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? _____ Yes No
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>

Section II: 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)

Section III: These questions ask about your display/repair area:

NOTE: Recyclers/Salvage only are 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 N/A
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 N/A
5. Does the sign contain the technician's address and telephone number? Yes No N/A
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

Section IV: 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

Section V: 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? _____

Section VI: 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
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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 a permit pursuant to Title 30-A, Section 3753 subchapter 1: Junkyards and automobile graveyards. This permit is a prerequisite to being licensed as a recycler.

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
acknowledged the foregoing instrument under oath to be their free act and deed.

Notary Public or Attorney _____

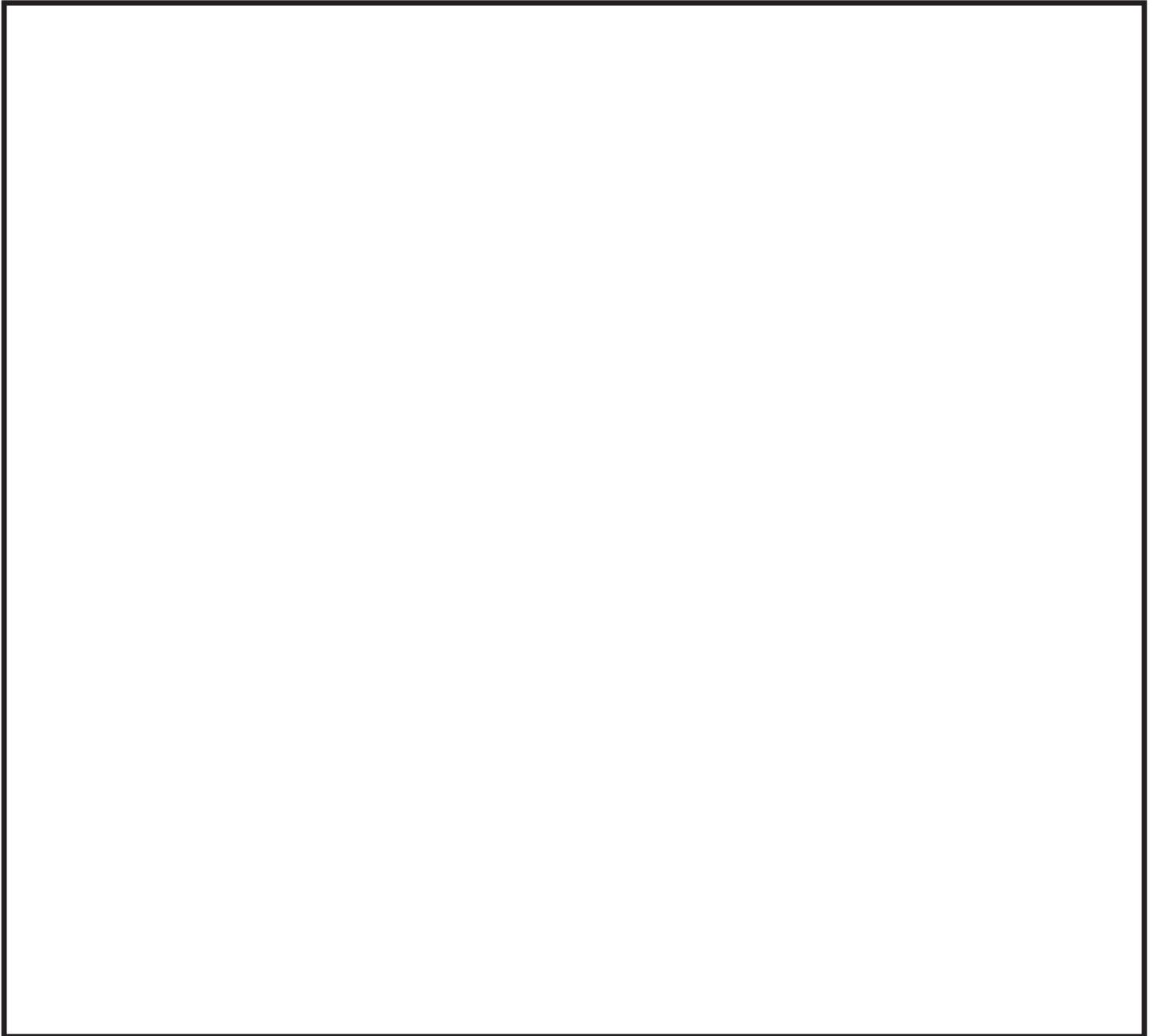
My commission expires: _____

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.

A large, empty rectangular box with a thick black border, intended for drawing a facility layout. The box is currently blank.

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 Building*. 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

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.