

**Chapter 103: RULES FOR ALL DEALER LICENSES ISSUED UNDER M.R.S.A. 29-A  
CHAPTER 9.**

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**SUMMARY:** This rule establishes the requirements for licensing and for receipt of registration plates for vehicle dealers, persons in the business of conducting vehicle auctions, vehicle recyclers, mobile crushers, loaner license holders, trailer transit, equipment, trailer, wrecker, and transporters. The rule sets forth required facilities, equipment, records, and hours and describes required application procedures. The rule also establishes requirements for annexes and for secondary locations.

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1. **Definitions:** Unless otherwise defined, terms have the same meaning as in Title 29-A.
  - A. The term “body shop” means a shop where automotive bodies are made or repaired.
  - B. The term “garage” means a commercial establishment for repairing and servicing motor vehicles.
  - C. The term “licensee” means the holder of a business license issued under 29-A M.R.S.A. Chapter 9.
  - D. The term “unrelated business” means a business that is owned and operated by the same owner that is not directly connected to the license(s) issued to the business.
  - E. The term “mover” shall mean any individual, firm, co-partnership, corporation, association or company, or lessees, trustees, or receivers thereof, operating or causing the operation of storage trailers, light trailers, and mobile homes.
  - F. The term “highway” shall mean all public ways, roads, including the Maine Turnpike, streets, avenues, alleys, boulevards, parks, squares, ferries, and bridges and approaches here to within the State.
  - G. The term “mobile home” shall mean a vehicle owned by a manufacturer, dealer, or consumer being moved from point to point or site to site. Mobile home in this context shall include travel trailers, fifth wheel travel trailers, park trailers, office trailers, portable classroom trailers, but not folding camper trailers.
  - H. The term “storage trailer” shall mean an empty trailer or semitrailer which is moved infrequently over the highways to and from its business location and sites for stationary storage use.

- I. The term “purchaser” shall mean any person who has obtained ownership of a new or used vehicle from a dealer by transfer, gift, or purchase.

## 2. REQUIREMENTS FOR NEW CAR DEALERS AND USED CAR DEALERS

- A. **Established place of business or annex.** The established place of business and any annex locations of a new car dealer or used car dealer shall:
  1. Be located in a permanent, enclosed building(s) which:
    - a. Is in good repair;
    - b. Is free of obstructions and material not related to the display, repair or sale of vehicles or other related vehicle items;
    - c. Has a source of heat;
    - d. Is owned or leased by the dealer;
    - e. Contains a solid wall separating the established place of business from any other unrelated business in the building;
    - f. Has an entrance used exclusively to gain access to the established place of business;
    - g. Is used exclusively by the dealer for the purpose of displaying, repairing, buying, and selling vehicles and other vehicle related items.
  2. Have a display area that meets the following requirements:
    - a. A display area shall be located at each established place of business;
    - b. A display area shall contain not less than 3,500 square feet used exclusively for the display of vehicles offered for sale. A display area may be divided into separate zones equaling 3,500 square feet on one contiguous piece of property;
    - c. Any outside surface of the display area shall be paved, graded gravel, crushed rock, or a mowed grassy surface and shall be kept plowed in winter to allow an all-weather and all-season display of vehicles offered for sale;
    - d. Ground space occupied by gas pumps or junk vehicles, and the normal drive approach to the repair area and customer parking shall not be included when determining the 3,500 square feet of display area;
    - e. A display area shall be free of debris, hazards and unrelated materials;

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- f. The location, degree of slope and grade of the display area shall be such that the display of vehicles does not constitute a hazard; and
      - g. Additional or separate lots must be licensed as annex or secondary locations.
    3. Have an office which:
      - a. Is located at the established place of business and annex location;
      - b. Is not less than 64 square feet in size, is used exclusively for dealership and related business, and is free of unrelated materials and debris;
      - c. Is heated during business hours;
      - d. Is entered through a door which is properly labelled and readily accessible to the public;
      - e. Contains at least one desk, 2 chairs, and a filing cabinet. The filing cabinet is not required if the desk is equipped with drawers suitable in size and design for storing and filing business records. An annex location may keep books and records at the primary location;
      - f. Is completely enclosed by floor to ceiling construction. (Tar paper, sheathing paper, or cardboard are not allowed as construction material.); and
      - g. Is separated from any living quarters by a solid wall without access points.
      - h. All newly licensed dealers beginning January 1, 2026, shall be required to have a computer with internet access and a printer in the office. Those licensed prior to January 1, 2026, will be grandfathered but are encouraged to comply.
    4. Have reasonable business hours which:
      - a. Are a minimum of 30 hours per week consisting of at least five 6-hour days;
      - b. Shall be posted and clearly visible on the exterior or through a window of the building identified as the established place of business and annex locations; and
      - c. Shall be between 6:00 a.m. and 9:00 p.m.
      - d. A dealer may be exempted from maintaining regular business hours for up to two weeks with written notification to Dealer Licensing.
        1. A sign shall be conspicuously posted that informs consumers of the date the dealer will return to posted business hours.

5. Have a repair facility:
  - a. Which is located within the building or buildings identified as the established place of business or annex, and is used exclusively by the dealership;
  - b. Which contains not less than 400 square feet of workable floor space which is free of benches and permanently mounted equipment;
  - c. Which is heated and reasonably free of debris, hazards, and unrelated materials; and
  - d. Which has a hard surface, non-dirt floor.
  - e. Notwithstanding section 1(A)(1)(g), a dealer may lease their repair facility to a licensed inspection mechanic. The dealer shall file a copy of the lease with the Bureau. The dealer must display a sign of at least 2 ft. by 3 ft. stating that any repair work done on site for the dealership will be performed by the technician leasing space. The sign shall include the technician's address and telephone number.
  - f. If repairs are contracted out to a third-party mechanic, the purchaser shall be notified in writing of who is performing the repair work and where. The dealer is still responsible for ensuring that the terms of the warranty are met.
6. Be equipped during posted business hours with the following tools and equipment:
  - a. One vehicle jack or car lift in working order; and
  - b. At least one set of general mechanic's tools sufficient to make warranty repairs and any specialty tools necessary to perform repairs.
7. Display the license(s) issued in a public space visible to the general public.
8. Have a sign which meets the following requirements (unless a municipality has established ordinances regulating signs contrary to these rules, whereupon the Secretary of State, upon notification by the dealer of such ordinances, may grant an exception to these rules to the dealer affected):
  - a. The sign shall be permanently mounted, displayed at each established place of business, and shall not be less than 12 square feet in surface size;
  - b. The sign shall be visible from the entrance to the lot and the letters of the sign shall be readable from a distance of 200 feet; and
  - c. The sign shall contain the trade or business name of the dealer and related business. If the business is operating as a DBA (Doing Business As), the DBA name must also be on the sign.

9. Contain records as follows:
  - a. Records shall be maintained according to 29-A M.R.S. §956 at the office of the established place of business and shall be available during normal business hours for inspection by the Secretary of State, law enforcement officers or representatives of the Office of the Attorney General. If a dealer has no business hours between 8:00 a.m. and 5:00 p.m., the dealer shall make the records available for inspection during these hours upon reasonable demand and advance notice of the Secretary of State, the Office of the Attorney General or a law enforcement officer;
  - b. At the time of sale, the Dealer shall provide customers with copies of all documents required for titling and registration purposes of the vehicle, including the prior title number and State of Origin; and
  - c. Records shall be kept for a minimum of five years in accordance with the federal *Truth in Mileage Act of 1986* and rules promulgated thereunder. Dealers must submit records for review upon request of the Secretary of State.

- B. **Application** See Section 11.
- C. **Arbitration/mediation Fees.** No new or used car dealer may receive renewal of the dealer's license and dealer plates until the dealer has submitted arbitration or mediation fees imposed by 10 M.R.S. §1169(11).
- D. **Temporary Plates May Be Issued to a Dealer.** Dealer temporary plates shall be issued in accordance with-Section 12 of this rule.
- E. **Dealer Plate Use/Requirements.** Dealer plates shall be issued in accordance with Section 12 of this rule.
- F. **Secondary Locations. See Section 7.**
- G. The holder of a business license issued under 29-A M.R.S.A. Chapter 9 may not assign, transfer, sublease, subcontract, or otherwise delegate any rights or obligations of a license, in whole or in part, to any third party.

### 3. **REQUIREMENTS FOR MOTORCYCLE DEALERS, LIGHT TRAILER, HEAVY TRAILER DEALERS, AND EQUIPMENT DEALERS**

- A. **Established Place of Business or Annex.** The established place of business and any annex location of a motorcycle dealer, light trailer, heavy trailer, or equipment dealer shall:
  1. Be located in a permanent, enclosed building(s) which:
    - a. Is in good repair;

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- b. Is free of obstructions or material not related to the display, repair or sale of vehicles or other vehicle related items;
  - c. Has a source of heat;
  - d. Is owned or leased by the dealer;
  - e. Contains a solid wall separating the established place of business from any other unrelated business in the building;
  - f. Has an entrance used exclusively to gain access to the established place of business.
  - g. Is used exclusively by the dealer for the purpose of displaying, repairing, buying, and selling vehicles and other vehicle related items.
2. Have a display area which meets the following requirements:
    - a. A display area shall be located at each established place of business;
    - b. A display area shall be large enough to permit the display of at least 2 of the largest units of the type of vehicle the applicant will be licensed to sell;
    - c. Any outside surface of the display area shall be paved, graded gravel, crushed rock, or a mowed grassy surface and shall be kept plowed in winter to allow an all-weather and all-season display of vehicles offered for sale (dealers who are eligible and maintain seasonal hours in compliance with IIA-4F will be exempt from all-season display area standards);
    - d. Ground space occupied by gas pumps or junk vehicles, and the normal drive approach to the customer parking and repair area shall not be included when determining the size of the display area;
    - e. The display area shall be free of debris, hazards and unrelated materials;
    - f. The location, degree of slope and grade of the display area shall be such that the display of vehicles does not constitute a hazard; and
    - g. Additional or separate lots must be licensed as annex or secondary locations.
  3. Have an office which:
    - a. Is located at the established place of business and annex location(s);
    - b. Is not less than 64 square feet in size, is used exclusively for dealership and related business, and is free of unrelated materials and debris;
    - c. Is heated during business hours;

- d. Is entered through a door which is properly labelled and readily accessible to the public;
  - e. Contains at least one desk, 2 chairs, and a filing cabinet. The filing cabinet is not required if the desk is equipped with drawers suitable in size and design for storing and filing business records. An annex location may keep books and records at the primary location;
  - f. Is completely enclosed by floor to ceiling construction. (Tar paper, sheathing paper, or cardboard are not allowed as construction material.); and
  - g. Is separated from any living quarters by a solid wall without access points.
  - h. All newly licensed dealers beginning January 1, 2026, shall be required to have a computer with internet access and a printer in the office. Those licensed prior to January 1, 2026, will be grandfathered but are encouraged to comply.
4. Have reasonable business hours which:
- a. Are a minimum of 30 hours per week consisting of at least five 6-hour days;
  - b. Shall be posted and clearly visible on the exterior or through a window of the building identified as the established place of business or annex;
  - c. Shall be between 6:00 a.m. and 9:00 p.m.;
  - d. For motorcycle dealers and light trailer dealers selling only boat trailers the hours shall be maintained at the minimum required during the period from March 1st through October 31st of each year;
  - e. For light trailer dealers selling only snowmobile trailers the hours shall be maintained at the minimum required during the period from November 1st of each year through March 31st of the following year; and
  - f. Any dealer operating a business under the seasonal guidelines shall notify the Dealer Licensing when the dealership is closed in the off season.
    1. A sign shall be conspicuously posted that informs consumers of the date the dealer will return to posted business hours.
  - g. A dealer may be exempted from maintaining regular business hours for up to two weeks with written notification to Dealer Licensing.
    1. A sign shall be conspicuously posted that informs consumers of the date the dealer will return to posted business hours.
5. Have a repair facility which is:

- a. For motorcycles, located within the building or buildings identified as the established place of business or annex, and is used exclusively by the dealership;
  - b. For trailer, light trailers, and equipment, located within, or in an area outside, the building or buildings identified as the established place of business or annex;
  - c. Large enough to permit the simultaneous repair of at least two units of the type of vehicle the applicant will be licensed to sell;
  - d. Heated if within the building or buildings identified as the established place of business or annex; and
  - e. Reasonably free of debris, hazards, and unrelated materials.
  - f. Which has a hard surface, non-dirt floor.
6. Be equipped during posted business hours with the following tools and equipment:
- a. One vehicle jack or car lift in working order; and
  - b. At least one set of general mechanic's sufficient to make warranty repairs and any specialty tools necessary to perform repairs.
7. Display the license(s) issued in a space visible to the general public.
8. Have a sign which meets the following requirements (unless a municipality has established ordinances regulating signs contrary to these rules, whereupon the Secretary of State, upon notification by the dealer of such ordinances, may grant an exception to these rules to the dealer affected):
- a. The sign shall be permanently mounted, displayed at each established place of business, and shall not be less than 12 square feet in surface size;
  - b. The sign shall be visible from the entrance to the lot and the letters of the sign shall be readable from a distance of 200 feet; and
  - c. The sign shall contain the trade or business name of the dealer and related business only. If the business is operating as a DBA (Doing Business As), the DBA name must be on the sign.
9. Contain records as follows:
- a. Records shall be maintained according to 29-A MRS §956 at the office of the established place of business and shall be available during normal business hours for inspection by the Secretary of State, law enforcement officers or representatives of the Office of the Attorney General. If a dealer has no business hours between 8:00 a.m. and 5:00 p.m., the dealer shall make the records available for inspection during these hours upon

reasonable demand and advance notice of the Secretary of State, the Office of the Attorney General or a law enforcement officer; and

- b. At the time of sale, the Dealer shall provide customers with copies of all documents required for titling and registration purposes of the vehicle, including the prior title number and State of Origin; and
  - c. Records shall be kept for a minimum of five years in accordance with the federal *Truth in Mileage Act of 1986* and rules promulgated thereunder. Dealers must submit records for review upon request of the Secretary of State.
- B. **Application.** See Section 11.
- C. **Temporary Plates May Be Issued to a Dealer.** Dealer temporary plates shall be issued in accordance with Section 12 of this rule.
- D. **Dealer Plate Use/Requirements.** Dealer plates shall be issued in accordance with Section 12 of this rule.
- E. **Secondary Locations.** See Section 7.

#### 4. REQUIREMENTS OF RECYCLERS

- A. **Established Place of Business or Annex.** The established place of business of a recycler shall:
- 1. Be located in a permanent, enclosed building(s) which:
    - a. Is in good repair;
    - b. Is free of obstructions or material not related to the display, repair or sale of vehicles or other related vehicle items;
    - c. Has a source of heat;
    - d. Is owned or leased by the recycler;
    - e. Contains a solid wall separating the established place of business from any other unrelated business in the building;
    - f. Has an entrance used exclusively to gain access to the established place of business;
    - g. Is used exclusively by the recycler for the purpose of displaying, repairing, buying, and selling vehicles and other vehicle related items.
  - 2. Have facilities which:
    - a. Are adequate for the storage and display of vehicles being handled; and

- b. Facilities and display areas must be reasonably free of debris, hazards, and unrelated materials.
3. Have an office which:
  - a. Is located at the established place of business and annex location;
  - b. Is not less than 64 square feet in size, is used exclusively for recycler and related business, and is free of unrelated materials and debris;
  - c. Is heated during business hours;
  - d. Is entered through a door which is properly labelled and readily accessible to the public;
  - e. Contains at least one desk, 2 chairs, and a filing cabinet. The filing cabinet is not required if the desk is equipped with drawers suitable in size and design for storing and filing business records;
  - f. Is completely enclosed by floor to ceiling construction. (Tar paper, sheathing paper, or cardboard are not allowed as construction material.); and
  - g. Is separated from any living quarters by a solid wall without access points.
  - h. All newly licensed dealers beginning January 1, 2026, shall be required to have a computer with internet access and a printer in the office. Those licensed prior to January 1, 2026, will be grandfathered but are encouraged to comply.
4. Have business hours which are posted and clearly visible to the public;
  - a. Are a minimum of 30 hours per week consisting of at least five 6-hour days;
  - b. Shall be posted and clearly visible on the exterior or through a window of the building identified as the established place of business or annex;
  - c. Shall be between 6:00 a.m. and 9:00 p.m.; and
  - d. A recycler may be exempted from maintaining regular business hours for up to two weeks with written notification to Dealer Licensing.
    1. A sign shall be conspicuously posted that informs consumers of the date the recycler will return to posted business hours.
5. Display the license(s) in a public space visible to the general public;
6. Have a sign which meets the following requirements (unless a municipality has established ordinances regulating signs contrary to these rules, whereupon the

Secretary of State, upon notification by the recycler of such ordinances, may grant an exception to these rules to the recycler affected):

- a. The sign shall be permanently mounted, displayed at the established place of business and shall not be less than 12 square feet in surface size;
- b. The sign shall be visible from the entrance to the lot and the letters of the sign shall be readable from a distance of 200 feet; and
- c. The sign shall contain the trade or business name of the dealer and related businesses. If the business is operating as a DBA (Doing Business As), the DBA name must also be on the sign.

7. Maintain records as follows:

- a. Records shall be maintained in accordance with 29-A M.R.S. §1110 and §1113 at the established place of business and shall be available during normal business hours for inspection by the Secretary of State, law enforcement officers or representatives of the Office of the Attorney General. Recyclers which do not have hours between 8:00 a.m. and 5:00 p.m., the dealer shall make the records available for inspection during these hours upon reasonable demand and advance notice of the Secretary of State, the Office of the Attorney General or a law enforcement officer;
- b. All records shall be kept for a minimum of 5 years in accordance with 29-A M.R.S. §1110 and §1113;
- b. Records shall be maintained on a form prescribed by the Secretary of State. Recyclers must submit records for review upon request of the Secretary of State.
- c. Recyclers shall provide proof of electronic submission to the National Motor Vehicle Title Information System (NMVTIS) registration for each location to the Secretary of State upon initial application and upon each renewal for recycler license.
- d. Recyclers purchasing detached catalytic converters shall report such transactions through an electronic property and recovery tracking system administered by a regional law enforcement support organization designated by the Secretary of State. *New England State Police Information Network* (NESPIN) has been designated to facilitate the reporting requirements.
- e. Recyclers must follow all laws and rules, as outlined in Rule, 29-250 CMR Chapter 173, pertaining to catalytic converters.

B. **Application.** See Section 11.

## 5. REQUIREMENTS FOR MOBILE CRUSHERS

### A. License Requirements.

1. A mobile crusher must be licensed as a recycler if they engage in any activity that meets the definition of a recycler under 29-A M.R.S., Section 1101.

### B. Permit Requirements.

1. Mobile crushers based inside or outside the State of Maine that do not hold a Maine recycler license may crush vehicles at licensed recycler facilities only. Mobile crushers that are not licensed recyclers must obtain a permit to crush vehicles at a licensed Maine recycler location. The permit will be issued at no fee and must contain the date(s) and location(s) of the activity. A permit application must be submitted to the Dealer Section at least five business days in advance of conducting business. The permit must be carried with the mobile crusher operator.
2. A Maine based mobile crusher that holds a recycler license may crush vehicles at an unlicensed location. The recycler must file for a permit for each unlicensed location. The permit will be issued at no fee and must contain the date(s) and location(s) of the activity. A permit application must be submitted to the Dealer Section at least five business days in advance of conducting business. The permit must be carried with the mobile crusher operator. The mobile crusher is responsible for complying with 29-A M.R.S. Section 667 while conducting crushing operations at locations that are not licensed recyclers.
3. Permits shall be valid for 30 days.
4. A mobile crusher shall provide current contact information to the Dealer Section, including primary or secondary telephone, e-mail address, and mailing address.
5. The mobile crusher is required to make notification of changes to any of the contact information within 30 days, in writing or by other means approved by the Secretary of State, of the old and new contact information.

### C. Records. Mobile crushers shall maintain records as follows:

1. Records shall be maintained at the licensed recycler facility and shall be available for inspection by the Secretary of State, law enforcement officers, or representatives of the Office of the Attorney General. Recyclers or mobile crushers which do not have business hours between 8:00 a.m. and 5:00 p.m. shall make records available upon reasonable demand and advance notice by the Secretary of State, the Office of the Attorney General or a law enforcement officer;
  - a. All records shall be kept for a minimum of 5 years in accordance with 29-A M.R.S. §1110(1).
  - b. Mobile crushers must maintain an operator log for each location in accordance with 29-A M.R.S., Section 1110. The log must be in a manner prescribed by the Secretary of State.

- c. The operator of a mobile crusher shall make the operator's records available in this State during normal business hours.

## **6. REQUIREMENTS FOR VEHICLE AUCTIONS**

- A. **Established Place of Business or Annex.** The established place of business or annex of persons in the business of conducting vehicle auctions shall:
  1. Be located in a permanent, enclosed building(s) which:
    - a. Is in good repair;
    - b. Is free of obstructions or material not related to the display, repair or sale of vehicles or other vehicle related items;
    - c. Has a heat source;
    - d. Is owned or leased by the vehicle auction;
    - e. Has an entrance used exclusively to gain access to the established place of business or annex;
    - f. Contains a solid wall separating the established place of business or annex from any other unrelated business in the building; and
    - g. Is used exclusively for the purpose of vehicle auctions and preparing vehicles for auction.
  2. Persons in the business of conducting vehicle auctions by sealed bids or outside live auctions shall have a display area which meets the following requirements:
    - a. A display area shall be located at the established place of business;
    - b. Any outside surface of the display area shall be paved, graded gravel, crushed rock or a mowed surface and shall be kept plowed in winter to allow an all-weather and all-season display of vehicles being offered for bid;
    - c. The display area shall be free from debris, hazards and unrelated materials;
    - d. The location, degree of slope and the grade of the display area shall be such that the display of vehicles does not constitute a hazard; and
    - e. Additional or separate lots must be licensed as annex or secondary locations.
  3. Persons in the business of conducting live indoor vehicle auctions shall have a viewing and bidding facility which:

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- a. Is located within the building(s) identified as the established place of business or annex;
  - b. Is heated during normal business hours;
  - c. Is reasonably free of debris, hazards, and unrelated materials; and
  - d. Contains viewing and bidding lanes sufficient to allow a view of the vehicles being auctioned from all directions and to allow the safe entry and exit of vehicles into and out of the lane.
4. Have an office which:
- a. Is located at the established place of business and annex location(s);
  - b. Is not less than 64 square feet in size, is used exclusively for auction or related business and is free of unrelated materials and debris;
  - c. Is heated during business hours;
  - d. Is entered through a door which is properly labelled and readily accessible to the public;
  - e. Contains at least one desk, 2 chairs, and a filing cabinet. The filing cabinet is not required if the desk is equipped with drawers suitable in size and design for storing and filing business records. An annex location may keep books and records at the primary location;
  - f. Is completely enclosed by floor to ceiling construction. (Tar paper, sheathing paper or cardboard are not allowed as construction material.); and
  - g. Is separated from any living quarters by a solid wall without access points.
  - h. All newly licensed dealers beginning January 1, 2026, shall be required to have a computer with internet access and a printer in the office. Those licensed prior to January 1, 2026, will be grandfathered but are encouraged to comply.
5. Have reasonable business hours which:
- a. Shall be posted and clearly visible on the exterior or through a window of the building identified as the established place of business or annex.
  - b. For regularly scheduled auctions, dates and times shall be provided to BMV Dealer Licensing upon application. Schedule information shall be updated when changed.

- c. Online auction schedules and access shall be provided to BMV Dealer Licensing. Complimentary access login information shall be granted to BMV Enforcement personnel.
6. Display the license(s) issued;
7. Have a sign which meets the following requirements (unless a municipality has established ordinances regulating signs contrary to these rules, whereupon the Secretary of State, upon notification by the applicant of such ordinances, may grant an exception to these rules to the person affected):
  - a. The sign shall be permanently mounted, displayed at the established place of business or annex and shall not be less than 12 square feet in surface size;
  - b. The sign shall be visible from the entrance to the lot and the letters of the sign shall be readable from a distance of 200 feet; and
  - c. The sign shall contain the trade or business name of the auction and related businesses. If the business is operating as a DBA (Doing Business As), the DBA name must be on the sign.
8. Contain records as follows:
  - a. Records shall be maintained according to 29-A M.R.S. §1052 at the office of the established place of business and shall be available during normal business hours for inspection by the Secretary of State, law enforcement officers, or representatives of the Office of the Attorney General. If a dealer has no business hours between 8:00 a.m. and 5:00 p.m., the dealer shall make the records available for inspection during these hours upon reasonable demand and advance notice of the Secretary of State, the Office of the Attorney General or a law enforcement officer; and
  - b. All records shall be kept for a minimum of 5 years in accordance with the federal *Truth in Mileage Act of 1986* and rules promulgated thereunder. Auction license holders must submit records for review upon request of the Secretary of State.

B. **Application.** See Section 11.

## 7. REQUIREMENT FOR SECONDARY LOCATIONS

A. **Secondary Locations.** Dealer license types other than Transporter, Trailer Transit, and Loaner are eligible for a secondary location. A secondary location shall:

1. Have a display area which meets the following requirements:
  - a. The display area shall be an established commercial location;
  - b. The display area shall be large enough to permit the display of at least 2 of the largest units of the type of vehicles the applicant will be licensed to sell;
  - c. Any outside surface of the display area shall be paved, graded gravel, crushed rock or a mowed grassy surface and shall be kept plowed in winter to allow an all-weather and all-season display of vehicles being offered for sale;
  - d. Ground space occupied by gas pumps, junk vehicles and the normal drive approach to the customer parking or repair areas shall not be included when determining the size of the display area;
  - e. The display area shall be free from debris, hazards and unrelated materials;
  - f. The location, degree of slope and the grade of the display area shall be such that the display of vehicles does not constitute a hazard; and
  - g. Any office at the secondary location shall conform to all rules and regulations set for an office in the rules and regulations of the established place of business, except the records may be maintained exclusively at the established place of business.
2. Secondary locations for Recyclers must comply with the provisions of 29-A MRS §1103 but may only be used for storage and must be closed to the general public.
3. Display a copy of the secondary location license issued at the secondary location if there is an office; if not, it shall be displayed at the primary location;
4. Have a sign which meets the following requirements (unless a municipality has established ordinances regulating signs contrary to these rules, whereupon the Secretary of State, upon notification by the dealer of such ordinances, may grant an exception to these rules to the dealer affected):
  - a. The sign shall be permanently mounted, displayed at the secondary location and shall not be less than 12 square feet in surface size;
  - b. The sign shall be visible from the entrance to the lot and the letters of the sign shall be readable from a distance of 200 feet;
  - c. The sign shall contain the trade or business name of the dealer and related businesses. If the business is operating as a DBA (Doing Business As), the DBA name must also be on the sign; and

- d. The sign shall make reference to the established place of business. Signage at a secondary location of a Recycler shall indicate that the location is not open to the public.
5. Business hours must be posted and clearly visible.

B. **Application.** See Section 11.

## 8. REQUIREMENTS FOR TRANSPORTERS

A. **Established place of business or annex.** The established place of business and any annex locations of transporters shall:

1. Be located in a permanent, enclosed building(s) which is owned or leased by the applicant;
  - a. Is in good repair;
  - b. Is used exclusively for the garage, body shop, finance company, bank, motor vehicle auction business, motor vehicle rental company, recycler, repossession company, towing company, or an authorized public or nonprofit organization that is issued the transporter license or other related business;
  - c. Has a source of heat;
  - d. Is owned or leased by the transporter;
  - e. Contains a solid wall separating the established place of business from any other unrelated business in the building;
  - f. Has an entrance used exclusively to gain access to the established place of business.
2. Not be required to have a display area;
3. Have an office which:
  - a. Is located at the business or annex location;
  - b. Is not less than 64 square feet in size, is used exclusively for the licensed business and is free of debris and unrelated materials
  - c. Is heated during business hours;
  - d. Is entered through a door which is properly labelled and readily accessible to the public;
  - e. Is completely enclosed by floor to ceiling construction. (Tar paper, sheathing paper or cardboard are not allowed as construction material.); and

- f. Is separated from any living quarters by a solid wall without access points.
  - g. All newly licensed dealers beginning January 1, 2026, shall be required to have a computer with internet access and a printer in the office. Those licensed prior to January 1, 2026, will be grandfathered but are encouraged to comply.
4. Have reasonable business hours which:
- a. Shall be posted and clearly visible on the exterior or through a window of the building identified as the business location or annex; and
  - b. Shall be provided to the Dealer Licensing Unit upon initial application and each renewal thereafter. Changes in hours shall be reported to Dealer Licensing within 30 days.
5. Not be required to have a repair facility
6. Not be required to have tools or equipment;
7. Display the license(s) issued in a public space visible to the general public;
8. Have a sign which meets the following requirements (unless a municipality has established ordinances regulating signs contrary to these rules, whereupon the Secretary of State, upon notification by the dealer of such ordinances, may grant an exception to these rules to the licensee affected):
- a. The sign shall be permanently mounted;
  - b. The sign shall contain the trade or business name of the transporter and related business. If the business is operating as a DBA (Doing Business As), the DBA name must also be on the sign.
  - c. The sign shall display the name of the transporter in letters at least 4 inches high;
  - d. The sign shall be visible from the entrance to the business or annex location; and
  - e. The sign shall be displayed at the business location and any annex or secondary location used by the licensee.

B. **Application.** See Section 11.

## 9. REQUIREMENTS FOR A TRAILER TRANSIT LICENSE

A. **Established place of business or annex.** Active licenses prior to September 16, 2025 shall be grandfathered and exempt from this requirement.

The established place of business of trailer transit license holders shall:

1. Be located in a permanent, enclosed building(s) which:
  - a. Is in good repair;
  - b. Is used exclusively for a business that delivers or services mobile homes or tiny homes, leases or transports storage trailers or transports light trailers, modular homes or frames for transporting modular homes and has been issued a trailer transit license, or other related business;
  - c. Has a source of heat;
  - d. Is owned or leased by the dealer;
  - e. Contains a solid wall separating the established place of business from any other unrelated business in the building;
  - f. Has an entrance used exclusively to gain access to the established place of business.
2. Not be required to have a display area;
3. Have an office which:
  - a. Is located at the business or annex location;
  - b. Is not less than 64 square feet in size, is used exclusively for the licensed business and is free of debris and unrelated materials
  - c. Is heated during business hours;
  - d. Is entered through a door which is properly labelled and readily accessible to the public;
  - e. Is completely enclosed by floor to ceiling construction. (Tar paper, sheathing paper or cardboard are not allowed as construction material.); and
  - f. Is separated from any living quarters by a solid wall without access points.
  - g. All newly licensed dealers beginning January 1, 2026, shall be required to have a computer with internet access and a printer in the office. Those licensed prior to January 1, 2026, will be grandfathered but are encouraged to comply.

4. Have reasonable business hours which:
    - a. Shall be posted and clearly visible on the exterior or through a window of the building identified as the business location or annex; and
    - b. Shall be provided to the Dealer Licensing Unit upon initial application and each renewal thereafter. Changes in hours shall be reported to Dealer Licensing within 30 days.
  5. Not be required to have a repair facility
  6. Not be required to have tools or equipment;
  7. Display the license issued in a public space visible to the general public;
  8. Have a sign which meets the following requirements (unless a municipality has established ordinances regulating signs contrary to these rules, whereupon the Secretary of State, upon notification by the dealer of such ordinances, may grant an exception to these rules to the licensee affected):
    - a. The sign shall be permanently mounted;
    - b. The sign shall contain the trade or business name of the trailer transit license holder and related business ~~only~~. If the business is operating as a DBA (Doing Business As), the DBA name must also be on the sign.
    - c. The sign shall display the name of the licensed business in letters at least 4 inches high;
    - d. The sign shall be visible from the entrance to the business location.
- B. **Application.** See Section 11.
- C. **Plates.** See section 12.

## 10. REQUIREMENTS FOR A LOANER LICENSE

- A. **Established Place of Business or Annex Location.** The established place of business or annex of a loaner licensee shall:
1. Be located in a permanent, enclosed building which:
    - a. Is in good repair;
    - b. Is used exclusively for the licensed dealer, body shop, transmission shop, or garage that is issued the loaner license or other related business;
    - c. Is free of obstructions or material not related to the business;
    - d. Has a source of heat;

- 
- e. Is owned or leased by the applicant;
  - f. Contains a solid wall separating the established place of business from any other unrelated business in the building; and
  - g. Has an entrance used exclusively to gain access to the established place of business.
2. Not be required to have a display area.
  3. Have an office which:
    - a. Is located at the business or annex;
    - b. Is not less than 64 square feet in size, is used exclusively for the licensed business and is free of debris and unrelated materials
    - c. Is heated during business hours;
    - d. Contains at least one desk, 2 chairs, and a filing cabinet. The filing cabinet is not required if the desk is equipped with drawers suitable in size and design for storing and filing business records. An annex location may keep books and records at the primary location;
    - e. Is completely enclosed by floor to ceiling construction. (Tar paper, sheathing paper or cardboard are not allowed as construction material.); and
    - f. Is separated from any living quarters by a solid wall without access points.
    - g. All newly licensed dealers beginning January 1, 2026, shall be required to have a computer with internet access and a printer in the office. Those licensed prior to January 1, 2026, will be grandfathered but are encouraged to comply.
  4. Have reasonable business hours which:
    - a. Shall be posted and clearly visible on the exterior or through a window of the building identified as the established place of business or annex.
  5. Have a repair facility:
    - a. Which is located within the building or buildings identified as the established place of business or annex, and is used exclusively by the dealership;
    - b. Which contains not less than 400 square feet of workable floor space which is free of benches and permanently mounted equipment;

- c. Which is heated and reasonably free of debris, hazards, and unrelated materials; and
  - d. Which has a hard surface, non-dirt floor.
  - e. Notwithstanding section 1(A)(1)(g), a dealer may lease their repair facility to a licensed inspection mechanic. The dealer shall file a copy of the lease with the Bureau. The dealer must display a sign of at least 2 ft. by 3 ft. stating that any repair work done on site for the dealership will be performed by the technician leasing space. The sign shall include the technician's address and telephone number.
  - f. If repairs are contracted out to a third-party mechanic, the purchaser shall be notified in writing of who is performing the repair work and where. The dealer is still responsible for ensuring that the terms of the warranty are met.
  - g. Which is heated and reasonably free of debris, hazards, and unrelated materials; and
  - h. Which is equipped with the necessary tools of the business operated.
  - i. Which has a hard surface, non-dirt floor.
6. Display the license(s) issued in a public place visible to the general public:
  7. Have a sign which meets the following requirements (unless a municipality has established ordinances regulating signs contrary to these rules, whereupon the Secretary of State, upon notification by the dealer of such an ordinance, may grant an exception to these rules to the licensee affected);
    - a. The sign shall be permanently mounted, displayed at each established place of business, and shall not be less than 12 square feet in surface size;
    - b. The sign shall be visible from the entrance to the lot and the letters of the sign shall be readable from a distance of 200 feet; and
    - c. The sign shall contain the trade or business name of the licensee and related business. If the business is operating as a DBA (Doing Business As), the DBA name must also be on the sign; and
  8. Maintain records as required by 29-A M.R.S. §1003. Records shall be kept for a minimum of five years.

**B. Application.** See Section 11

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- C. The holder of a business license issued under 29-A M.R.S.A. Chapter 9 may not assign, transfer, sublease, subcontract, or otherwise delegate any rights or obligations of a license, in whole or in part, to any third party.
11. **APPLICATION.** Original applications and renewal applications for licenses shall be made upon forms respectively prescribed and furnished by the Secretary. In addition to filling out the basic application, an applicant for dealer registration and plates shall:
- A. Answer, on a form prescribed by the Secretary of State, basic questions relative to the ownership of the applicant and facilities of the established place of business, annex, or secondary location and shall swear before a notary as to the truthfulness of the answers, which information shall include the applicant's name, type of business organization and place of business;
- B. Furnish copies of documents that reflect ownership of the applicant, including properly recorded partnership papers, authority to operate under an assumed name, if applicable, proof of incorporation in the State of Maine, or proof of authority for a foreign corporation to conduct business in the State of Maine;
- C. Applicants shall submit to State Bureau of Identification background check upon initial and renewal application. The Bureau of Motor Vehicles will request and receive the background check from the State Bureau of Identification. A fee for the background check will be assessed at time of initial and renewal application pursuant to Title 25 MRSA Sec. 1541(1).
1. Applicant shall provide to the Bureau of Motor Vehicles the complete legal name of each owner upon application; the middle initial of each is required.
  2. Fees submitted for background checks are non-refundable.
  3. State criminal history record information shall be used for the purpose of screening dealer applicants in order to determine whether issuance of a dealer license is granted or maintained.
  4. Applications may be denied for crimes against persons to include Class D or E convictions within three years and Class C or higher convictions within five years.
- D. Dealers shall provide current contact information to include primary or secondary telephone and mailing address, and an e-mail address if available as frequent statutory updates are disseminated via e-mail;
- E. Dealers shall make notification of changes to any of the contact information within 30 days, in writing or other means approved by the Secretary of State, of the old and new contact information.
- F. Pay the appropriate filing fees at the time of application;
- G. File proof of automobile liability insurance as prescribed in 29-A M.R.S. §1612, and surety bond as required by 29-A M.R.S. §901.

1. The surety bond shall be for the use and benefit of the Secretary of State, and for any person who may suffer a financial loss because the licensee failed to comply with the requirements of 29-A M.R.S. chapter 7 or chapter 9 related to the buying and selling of vehicles, or any provisions of this rule or of Chapter 104, Rules of the Department of Secretary of State.
  2. The surety bond shall be for at least the minimum amount prescribed in §901(4) and shall be applied against the total amount of claims during the license period.
  3. The surety bond shall become payable upon order of a court of competent jurisdiction; or an administrative ruling by the Bureau of Consumer Credit Protection or the Secretary of State.
  4. The form of the surety bond is prescribed in Appendix B.
- H. Notify the Secretary of State of the sales tax number issued by the Maine Revenue Services by submitting a reseller's certificate at initial application and upon each renewal;
- I. Furnish copies of a lease, if the facilities are leased;
- J. Furnish copies of compliance with applicable building codes, zoning codes and other land use regulatory ordinances in the Maine municipality where each established place of business, annex, or secondary location is operated. Recyclers must also furnish proof of compliance with 30-A M.R.S. §3753;
- K. Furnish a copy of a plot plan for the premises. Plot plans must be maintained and up to date. Any changes require submission of a new plot plan for review;
- L. Submit to an ~~investigation~~ inspection as follows:
1. Upon receipt of an application for dealer license, the Secretary of State shall conduct an inspection into the ownership and facilities established place of business, annex location, or secondary location. An inspection shall be waived for loaner applicants who are already licensed as dealers; and
  2. Prior to approval of an application for dealer license and plates, an inspection report shall be submitted to the Secretary of State affirming that the licensed location conforms to all applicable laws, rules, and regulations. Periodic inspections of the premises and facilities will be conducted thereafter to ensure continued compliance with applicable laws, rules, and regulations.
- M. File a new application and fees whenever the ownership/corporate structure changes. An initial or new application applies to all license requests other than renewals or adding a license type;
- N. New applicants must complete the Dealer/Title training offered by the Bureau of Motor Vehicles and submit a signed acknowledgement prior to licensure.

- O. Illegible or incomplete applications will not be accepted. BMV shall issue notice to applicants in the event that their application is illegible or incomplete. In the event that the applicant does not correct their application, illegible or incomplete applications will be withdrawn after 90 days; no refund will be issued.
- P. Licenses that are expired more than 30 days require a completely new application including a filing fee, plot plan, questionnaire, and inspection, as well as all other license requirements.

## **12. DEALER PLATE USE/REQUIREMENTS**

- A Temporary Plates May Be Issued to a Dealer
  - 1. The 30-day temporary plate expiration date calculation begins on the date of sale;
  - 2. No temporary plate shall be renewed or extended except by authority of the Secretary of State, Bureau of Motor Vehicles, Dealer Licensing Section;
  - 3. The dealer license type and number shall be identified on the lower right hand corner of each temporary plate issued;
  - 4. The temporary plate must be attached to the rear plate bracket.
  - 5. Temporary plates remaining in a dealer's inventory are non-refundable when a dealer ceases to continue business.
- B. Dealer business plates are assigned to a vehicle dealer for the conduct of the dealer's business including vehicles that are owned by the dealer, temporarily in the custody of the dealer, or issued to staff in accordance with 29-A M.R.S. Chapter 9.
  - 1. The term "temporarily in the custody of the licensee" shall mean a vehicle which is not owned by the licensee but is entrusted to or controlled by the licensee for movement. In the case of storage trailers, the owner may be deemed to be "temporarily in the custody" if the storage trailer is leased to another party for thirty (30) days or more, and the storage trailer is not generally in the owner's direct control.
- C. Dealer plates shall only be used in conjunction to the license type to which they are assigned unless otherwise authorized in law.

- D. Maintain a log that indicates the staff or area (e.g. shop) that has been assigned plates giving the employees' names and the plate number(s) and suffix(es) for the plates. The log will be in a manner prescribed by the Secretary of State.
- E. Issuance or retention of new car, used car, motorcycle, light trailer, heavy trailer, or equipment business plate(s):
1. Dealer plates shall be issued based on the quantity of sales reported for the previous licensing period or an average of the two highest years of the last three, whichever is the greater number, and shall be based on the plate chart in Appendix A.
  2. Generally, initial issuance of dealer plates will be four plates. Additional business plates shall be issued upon proof of sales in accordance with Appendix A.
  3. An applicant for an initial dealer license may request additional plates based on operational need. The Bureau may require additional information and may consider such issues as the number of secondary locations and annexes, or the number of salespeople and support staff. Applicants requesting additional plates may be required to submit to an inspection if requested prior to issuance of supplemental plates.
  4. A dealer may request additional plates based on operational need. The Bureau may require additional information and may consider such issues as the number of secondary locations and annexes, or the number of salespeople and support staff.
  5. All dealers are subject to a decrease in the plate quantity for which the business is entitled upon renewal if the volume of sales does not meet the eligibility requirements outlined in Appendix A.
- F. Issuance and retention of Transporter, Trailer Transit, and Loaner Plates:
1. Newly licensed Transporter, Trailer Transit, or Loaner dealer shall be issued a maximum of four plates initially unless the business submits a written justification for additional plates.
  2. The justification is subject to review. If the written justification is determined to be reasonable, the Dealer Licensing Unit may approve additional plates.
  3. Applicants requesting additional plates may be required to submit to an inspection if requested prior to issuance of supplemental plates.
- G. Dealer Wrecker Plates may be issued to new, used, and equipment dealers.
1. Dealer wrecker plates shall be issued based on the number of wreckers to which the dealer intends to attach the plates.

2. Applicants for dealer wrecker plates must submit to an inspection of the vehicle to which the wrecker plate will be attached.
  3. VIN specific insurance must be provided to the Dealer Licensing unit prior to issuance of a Dealer Wrecker Plate. If the vehicle to which the Dealer Wrecker Plate is attached changes, Dealer Licensing must be notified, and new VIN specific insurance must be provided immediately.
  4. If the dealer no longer has the wrecker, the plates must be returned to the Dealer Licensing Unit.
  5. Dealer Wrecker Plate may not be loaned.
- H. Dealer family plates are assigned to a dealer's immediate family for personal use only. To obtain or retain a dealer family plate a dealer must:
1. Have been in business for at least one year.
  2. Have at least 20% ownership in the business; or the minimum ownership required by the franchise agreement, whichever is less.
  3. No more than five family plates may be issued per dealer license. Have no more than one family plate per owner regardless of the number of dealerships owned or licenses held.
  4. Submit an application providing the name(s), date(s) of birth and relationship(s) to the owner of the primary driver(s). A primary driver may only be a spouse, or child under the age of nineteen living with the dealer. A new application is required upon each renewal.
  5. Only new, used, and motorcycle dealers are eligible for family plates.
  6. Use the plate on a vehicle that is in the dealer's active inventory and that is available for resale.
- I Plate Display. While on the highways the plates shall be displayed at the rear of the vehicle and the registration sticker shall be displayed in the lower right side of the plate. Motorcycle plates shall have the registration sticker displayed in the top right corner of the plate.

**13. PROHIBITED CONDUCT.** A person may not engage in the following conduct or activities:

1. Dealer Activities. A person may not conduct dealer activities or represent oneself as providing the same without being licensed by the Secretary of State.
2. A Dealer, including employees and agents, may not engage in any verbal, physical, or visual harassment of any employee of the Secretary of State.
3. A licensed dealer, including employees or agents, and a salesperson may not intimidate or harass an employee, customer, or other person based on sex, color, race, religion, national origin, age, marital status, physical or mental

disability, or sexual orientation. For the purpose of this paragraph harassment includes the following, which may be a series of incidents or a single occurrence: unwelcome sexual advances, gestures, comments, or contacts; threats; offensive jokes subjecting employees, students or other persons frequenting the dealership to ridicule, slurs, or derogatory actions. For the purpose of this paragraph, sexual-harassment includes the following, which may be a series of incidents or a single occurrence: verbal, nonverbal and physical behavior that is sexual in nature such as comments about a person's looks, personal inquiries, sexual jokes, use of derogatory sexual stereotypes, uttering sexually suggestive sounds, writing sexual notes, use of the computer equipment to send or receive material of a sexual nature, looking someone up-and-down, staring or leering at someone's body, deliberate blocking of a person's path, displaying sexual visuals, making sexual gestures, massaging, touching, deliberate brushing up against someone, hugging, pinching, grabbing or other sexual touching, contact or act.

4. The holder of a business license issued under 29-A M.R.S.A. Chapter 9 may not assign, transfer, sublease, subcontract, or otherwise delegate any rights or obligations of a license, in whole or in part, to any third party.

#### **14. DEALER LICENSE DENIAL, SUSPENSION, REVOCATION OR MODIFICATION**

1. The Secretary of State may deny, suspend, revoke or modify the license(s) pursuant to 29-A M.R.S.A. §§ 853, 903(1) and §1108(1), for the reasons stated therein. In the event a license is denied, suspended, revoked or modified, the applicant or licensee shall be provided notice about the bases for the action(s).
2. The suspension shall be for a period of up to six months for the first offense. A second violation may result in a suspension of up to one year or an indefinite revocation.
3. A revoked licensee indefinitely may petition for restoration after five years.
4. A violation committed within the past five (5) years constitutes a prior violation.
5. A Bureau of Motor Vehicle Detective may warn a licensee for minor violations of statute or rule relating to license. Repeated warnings may result in suspension or revocation.

#### **15. RIGHTS TO AN ADMINISTRATIVE HEARING**

A licensee may request a hearing, in writing, within 10 days from the effective date of the suspension or revocation. Hearings will follow the notice and hearing procedures outlined in 5 M.R.S.A. §9051-64, Title 29-A, chapter 23, subchapter III, article 3, and the Rules for Hearings of the Secretary of State. The person appealing the Secretary of State's decision will have the opportunity to show cause why the decision of the Secretary of State should not be upheld. The hearing request must be sent to Secretary of State, Bureau of Motor Vehicles, Dealer Licensing, 29 State House Station, Augusta, Maine 04333.

**Appendix A. Dealer Plates by Sales Chart**

<b>Sales</b>	<b>Business Plates</b>	<b>Sales</b>	<b>Business Plates</b>	<b>Sales</b>	<b>Business Plates</b>	
<b><u>Initial Issue</u></b>	<b><u>Up to 4</u></b>		<b>775 to 799</b>	35	<b>1600 to 1624</b>	68
<b>4 to 12</b>	<b>2</b>		800 to 824	36	1625 to 1649	69
13 to 25	4		825 to 849	37	1650 to 1674	70
26 to 50	5		850 to 874	38	1675 to 1699	71
51 to 75	6		875 to 899	39	1700 to 1724	72
76 to 100	7		900 to 924	40	1725 to 1749	73
101 to 124	8		925 to 949	41	1750 to 1774	74
125 to 149	9		950 to 974	42	1775 to 1799	75
150 to 174	10		975 to 999	43	1800 to 1824	76
175 to 199	11		1000 to 1024	44	1825 to 1849	77
200 to 224	12		1025 to 1049	45	1850 to 1874	78
225 to 249	13		1050 to 1074	46	1875 to 1899	79
250 to 274	14		1075 to 1099	47	1900 to 1924	80
275 to 299	15		1100 to 1124	48	1925 to 1949	81
300 to 324	16		1125 to 1149	49	1950 to 1974	82
325 to 349	17		1150 to 1174	50	1975 to 1979	83
350 to 374	18		1175 to 1199	51	2000 to 2024	84
375 to 399	19		1200 to 1224	52	2025 to 2049	85
400 to 424	20		1225 to 1249	53	2050 to 2074	86
425 to 449	21		1250 to 1274	54	2075 to 2099	87
450 to 474	22		1275 to 1299	55	2100 to 2124	88
475 to 499	23		1300 to 1324	56	2125 to 2149	89
500 to 524	24		1325 to 1349	57	2150 to 2174	90
525 to 549	25		1350 to 1374	58	2175 to 2200	91
550 to 574	26		1375 to 1399	59	2200 to 2224	92
575 to 599	27		1400 to 1424	60	2225 to 2249	93
600 to 624	28		1425 to 1449	61	2250 to 2274	94
625 to 649	29		1450 to 1474	62	2275 to 2299	95
650 to 674	30		1475 to 1499	63	2300 to 2324	96
675 to 699	31		1500 to 1524	64	2325 to 2349	97
700 to 724	32		1525 to 1549	65	2350 to 2374	98
725 to 749	33		1550 to 1574	66	2375 to 2399	99
750 to 774	34		1575 to 1599	67	2400 or more	100

This chart is a guideline. A dealer may request additional plates based on operational need as described in Section 11. The Bureau may require additional information and may consider such issues as the number of secondary locations and annexes, or the number of salespeople and support staff.

**New Bond Below**

**Appendix B**

**SURETY BOND FOR MOTOR VEHICLE DEALER**

KNOW ALL MEN BY THESE PRESENTS:

**Bond#**

\_\_\_\_\_

That we, \_\_\_\_\_ of

\_\_\_\_\_, State of Maine,

**(Legal Name of Dealership)**

**(City/**

**town)**

as Principal, and \_\_\_\_\_, a Corporation

organized and existing under the

**(Name of Bonding Company)**

laws of \_\_\_\_\_ and authorized to do business in the

State of Maine, as Surety, are

**(State of Jurisdiction)**

held and firmly bound unto the Secretary of State, State of Maine, in the penal sum

of \_\_\_\_\_ dollars (\$ \_\_\_\_\_), lawful money of the United

States of America, for which payment well and truly be made, we and each of us, bind ourselves, our

heirs, executors, administrators, personal representatives and assigns, jointly and severally, firmly by

these presents.

**Signed, sealed, and dated this \_\_\_\_\_ day of \_\_\_\_\_,**

**20\_\_\_\_\_.**

Whereas the above bounden principal has or is about to make application to the Secretary of State, Bureau of Motor Vehicles, for a license authorizing said Principal to engage in the business of a motor vehicle dealer in accordance with Title 29A M.R.S.A., and all the rules promulgated thereunder by the Secretary of State, and if so licensed, said Principal is required to furnish a Surety Bond pursuant to 29A M. R. S. A. §901, SUB- §4. Now, therefore, all conditions of this Obligation is such that if the said Principal shall faithfully observe the provisions of Title 29-A M. R. S. A., and all the rules promulgated thereunder relating to the business of a motor vehicle dealer, then this Obligation shall be null and void, otherwise to remain in full force and effect.

This bond shall be for the use and benefit of the Secretary of State, State of Maine, and for any person, firm or operation who may suffer loss because the Principal fails to comply with the above-mentioned laws and Rules.

**Two types of Bonds are accepted by the Secretary of State, State of Maine from the principal and Surety.**

This bond shall run concurrently with the period of the motor vehicle dealer’s license granted to the Principal and shall **terminate** at **11:59 p. m.** on the **last day** of the period of such license. If a continuation certificate is provided reflecting an expiration date, said bond will be valid up to that date. It

will be continued in full force only if another continuation certificate is executed by the Surety and received by the Secretary of State, State of Maine.

The surety bond shall be concurrent with the period of the license granted to the Principal, and **shall remain in full force and effect for any renewal thereof**, and shall remain in full force until cancelled and provide the total liability of the surety herein. The total amount of the surety shall apply to each license year. This bond will be continuous bond and remain in effect until cancelled.

The surety may cancel this bond at any time by giving thirty (30) days written notice by registered or certified mail to the Secretary of State, State of Maine, Motor Vehicle Division.

Principal and Surety agree to be bound by the laws of the State of Maine as to the interpretation of this Instrument.

By: \_\_\_\_\_  
(Principal)

By: \_\_\_\_\_  
(Witness)

By: \_\_\_\_\_  
(Surety Company)  
Attorney-in-fact:

By: \_\_\_\_\_  
(Witness)

STATUTORY AUTHORITY: 29 M.R.S.A. §§ 51, 362 and 2353(2B); 29-A M.R.S.A. §153;  
10 M.R.S. §1169(11)

EFFECTIVE DATE:  
May 7, 1979

AMENDED:  
November 30, 1987  
April 18, 1989  
April 2, 1990

EFFECTIVE DATE (ELECTRONIC CONVERSION):  
May 4, 1996

AMENDED:  
October 31, 1998

NON-SUBSTANTIVE CORRECTIONS:  
December 1, 1998 - superfluous “of the” in §I(B)(1)(a); formatting in §III(A)(3).  
December 19, 2000 -converted to MS Word, formatting, spelling, minor corrections

AMENDED:  
December 16, 2000  
January 1, 2009 – filing 2008-453  
September 14, 2009 – filing 2009-449  
July 20, 2010 – filing 2010-309  
August 29, 2012 – filing 2012-237  
March 31, 2014 – filing 2014-052  
July 4, 2020 – filing 2020-156

APAO WORD VERSION CONVERSION (IF NEEDED) AND ACCESSIBILITY CHECK: July 19, 2025

APAO ACCESSIBILITY CHECK: September 11, 2025

AMENDED:  
September 14, 2025 – filing 2025-174