

STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

MEMORANDUM

TO: DEALER NO:  
DEALER NAME  
DEALER ADDRESS  
CITY, STATE, ZIP

FROM: NORTH CAROLINA DIVISION OF MOTOR VEHICLES  
VEHICLE SERVICES DEALER UNIT

SUBJECT: RENEWAL OF 2021 DEALER AND SALES  
REPRESENTATIVES LICENSES AND PLATES

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Enclosed are the preprinted applications to use in renewing your dealer and sales representative licenses and to purchase your dealer plates and dealer transporter plates. Your present licenses and plates will expire on MONTH / DAY, YEAR.

**There is no grace period.**

Please follow the instructions below in completing the renewal applications:

1. Review applications for accuracy and complete in their entirety.
2. If the name and/or address of the dealership is incorrect on the preprinted application, or if there are any changes in your ownership, please go to the Dealer Unit webpage [Dealerships \(ncdot.gov\)](http://Dealerships.ncdot.gov) for directions and assistance. **DO NOT SEND TO RALEIGH.**
3. Please provide garage liability insurance company underwriter's name and policy number information. Furnish the complete name of the insurance company underwriter. **(AGENT'S NAME NOT ACCEPTABLE).**
4. The fee preprinted on the renewal application is correct for your dealer certificate. The fee for the first five (5) dealer plates is \$38.75 each plus the transit tax if the note below applies. All plates purchased after the first five (5) will be \$19.50 each plus any transit tax. All dealer transporter plates are \$19.50 each plus any transit tax. Dealer loaner plates are \$19.50 each plus any transit tax.
5. **LATE FEES:** A late fee of \$15.00 per plate will be charged on renewals beginning the first day of the month following the expiration date. **If you fail to renew your Dealer License and plates within one month of the expiration date, it will be stamped "Failure to Renew" and a new dealer application is required.**

**NOTE:** Those Dealers, Manufacturers, Factory Branches, Distributors, and Wholesalers that have their place of business located in a Transit Tax County, may incur additional fees for each plate purchased.

**Wake/Orange/Durham Counties: \$15.00 additional per plate. Randolph County: \$1.00 per plate.**

MAILING ADDRESS:  
NC DIVISION OF MOTOR VEHICLES  
VEHICLE SERVICES DEALER UNIT  
3129 MAIL SERVICE CENTER  
RALEIGH, NC 27697-3129

Telephone: (919) 615-8600  
Fax: (919) 861-3805

WEBSITE: [WWW.NCDOT.ORG/DMV](http://WWW.NCDOT.ORG/DMV)

LOCATION:  
DMV HEADQUARTERS BUILDING  
1625 N. CHURCH STREET  
BLDG. #6  
ROCKY MOUNT, NC 27804

6. **N.C.G.S 20-79** governs the number of dealer plates that a dealer may purchase based upon the number of vehicles sold in the previous twelve-month period. **N.C.G.S 20-79.2(b1)** governs the number of transporter plates that a dealer may purchase. The total number of dealer and transporter plates issued to a dealer may not exceed the number of plates that can be issued to the dealer under **N.C.G.C. 20-79(b)**. Plates will be issued based on the following scale:

<u>VEHICLES SOLD IN RELEVANT 12-MONTH PERIOD</u>	<u>MAXIMUM NUMBER OF PLATES</u>
Fewer than 12	3
At least 12 but less than 25	6
At least 25 but less than 37	7
At least 37 but less than 49	8
49 or more	At least 8, but no more than 5 times the average number of qualifying sales representatives employed by the dealer during the relevant 12-month period.

7. To indicate which classifications of plates are needed, complete the enclosed VS-405 and attach it to VS-403.

8. The enclosed Affidavit (VS-418) must be completed in its entirety and must be notarized. Only original documents will be accepted. NO COPIES.

9. The fee for each sales, factory and distributor representative is \$21.50. **Please ensure that you Endorse, Notarize and Return applications with your completed renewal packet.** Only original documents will be accepted. NO COPIES.

10. All used motor vehicle dealers must show proof that the applicant has completed the six-hour Dealer Training Course within the previous twelve-month period approved by the Division if the applicant is seeking a renewal license.

11. Please total all fees due, and submit applications and remittance to the North Carolina Division of Motor Vehicles. Applications should be mailed to:

**NC DIVISION OF MOTOR VEHICLES**  
**Vehicle Services – Dealer Unit**  
**3129 Mail Service Center**  
**Raleigh, NC 27697-3129**

We encourage you to return your application and fees to the Division by mail as soon as possible, so that you will receive your licenses and plates prior to your renewal date. Thank you for your prompt attention to the renewal request.

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RALEIGH, NC 27697-3129

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