



North Carolina State Highway Patrol

Josh Stein
Governor

Freddy L. Johnson, Jr.
Commander

November 12, 2025

MEMORANDUM

TO: North Carolina Dealers, Manufacturers, Distributors, Factory Branches

FROM: NCSHP Investigative Services Unit- Dealer Unit

RE: **INFORMATION REGARDING DEALER LICENSING PROCESS**

Pursuant to statutory changes enacted under **Session Law 2025-22** (House Bill 421), it is mandatory to replace issued dealer plates every 4-years, and each plate is moved to a 2-year renewal period beginning January 2026. Please thoroughly read these 'Key Points' and cover letter enclosed with your Pre-Printed Renewal Packet for supporting information.

KEY POINTS:

- January 2026 Renewal Applications cannot be processed prior to January 1st, 2026, due to system programming requirements.
- Dealer Plates that require replacement are indicated on the LT-419 Form.
- Plates being replaced must be turned in before or during the renewal processing.
- Plates that are being reported as **Stolen** should be supported by a Police Report.
- Plates that are being reported as **Lost** should be thoroughly described in a letter of explanation on company letterhead.
- Lost or Stolen Plates should be reported to the Dealer Unit as soon as possible. Do not wait until the end of your renewal period.
- The 2-year Renewal Period- Dealer Education Certificates for each year of the licensing period immediately preceding the renewal must be submitted with the renewal packet for processing. **Dealer Continuing Education should continue annually.** *HB 199v7-NCGS 20-288(a1)(2).*
- Dealer Education Requirement "does not apply to persons **age 62 or older as of July 1, 2002**, who are seeking a renewal license". Your age as of July 1st, 2002, will determine if you are exempt from this requirement. *NCGS 20-288(a1)(2).*
- Please ensure all sections of each form are completed accurately, signed and notarized when applicable. Use full legal names and avoid nicknames and initials to avoid misidentification.

Additional information and contact numbers for the State Highway Patrol's Investigative Services Unit (Formerly NCDMV License and Left) can be found by visiting the provided website: <https://www.ncshp.gov/investigative-services-unit>

MAILING ADDRESS:

3129 Mail Service Center Raleigh, NC
27697-4231 www.ncshp.gov

PHONE

(919) 615-8997 (Raleigh)
(704)331-3299 (Huntersville)



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OFFICE LOCATION:

RALEIGH DEALER UNIT
4121 New Bern Ave STE #151
Raleigh, NC 27610

HUNTERSVILLE DEALER UNIT
12101 Mount Holly-Huntersville Rd.
Huntersville, NC 28078