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Apply for a dealer registration

A Dealer plate may be issued to a person who is a licensed motor vehicle dealer and who qualifies under Chapter 90, Section 5 and under the RMV's regulations.

The complete process should take no more than 4 - 10 weeks from submitting the application to receiving plates.

Start your application online

<https://atlas-myrmv.massdot.state.ma.us/myrmv?Link=SectionFiveApplication>

CONTACTS

Registry of Motor Vehicles

Online

Ask the RMV

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THE DETAILS



What you need

The following documents are required to obtain Dealer plates:

1. A Current Dealer License from the city or town in which you are doing business. (M.G.L. c. 140, § 59)
2. A Current Business Certificate from the city or town in which you are doing business.
3. Corporation papers from the Secretary of State, Department of Corporations and Taxation (if applicable).
4. Federal Identification Number/Employer Identification Number (FID/EIN) from the Department of the Treasury, Internal Revenue Service. If you do not have an FID/EIN, you can obtain one from the Internal Revenue Service at 1-800-829-4933. If you currently have an FID/EIN, please enclose a copy of one of the following most common forms of proof of an FID/EIN:

- Any pre-printed IRS correspondence that includes corporation name, address, and FID/EIN number
- Federal Tax Deposit Coupon Form 8109
- Form 147C
- Notice of New Employer Identification Number Assigned Form 5372
- CP575 Notice (issued by the IRS). This is a letter sent to a customer to confirm issuance of an FID number.
- Certificate of Exemption Form ST-2 (issued by DOR)

If your business is unincorporated (e.g. a sole proprietor or general partnership), then the pre-printed IRS correspondence must list the owner information in this sequence: the individual's name, business name, and address.

1. For the used vehicle record book choose between the bound book, Electronic Used Car Record book, or the Genesys Systems Inc.
2. Franchise agreement letter from the manufacturer, if you are a Class 1 Dealer.
3. A list of all authorized users who will have access to the Section 5 plates and a photo of each user's driver's license for each authorized user.
4. A photocopy of a legal lease or rental agreement for the property.
5. Photos of exterior business signs, as well as the posted business hours and the building.
6. A floor plan: a diagram of the property you will use to conduct business, which will give a layout of the building and display area.
7. Copies of pages from your most recent UVRB and copies of the front and back of titles.



Have a question?
Ask MA

Fees

There is no application fee to apply for a Dealer Registration.

How to apply Online

To start a new application visit the [Online Service Center](https://atlas-myrmv.massdot.state.ma.us/myrmv/_/) (https://atlas-myrmv.massdot.state.ma.us/myrmv/_/).

If you would like access to the eServices portal, you must complete and submit the [RMV Business Partner and Administrator Access Form](/doc/rmv-bp-contact-and-administrator-form/download) (</doc/rmv-bp-contact-and-administrator-form/download>).

Please complete and email to rmvbusinesspartners@dot.state.ma.us (<mailto:rmvbusinesspartners@dot.state.ma.us>).

By mail

1. Complete and sign the [Application for Dealer Registration](/doc/application-for-dealer-registration/download) (</doc/application-for-dealer-registration/download>)
2. Submit required documents
3. Mail to:

Registry of Motor Vehicles

Attention Section 5 Division

P.O. Box 55897

Boston, MA 02205-5897

You may also send your completed application to Section.5.registry@state.ma.us (<mailto:Section.5.registry@state.ma.us>)

Next steps

Processing time

- Once your application is received, all supporting documents are reviewed for a
- Within 1 week from the date of review, your paperwork is forwarded to the State Police Compliance Unit.



- You will receive a letter from the RMV Section 5 Division informing you that the application has been received and accepted. This letter includes an investigation number. Use this specific number for all correspondence/inquiries throughout this process.
- If your application is not accepted, you will be notified, via mail indicating the reason for rejection.*
- The State Police will make no more than 3 attempts to conduct an investigation. If you receive a message from the State Police, call them back immediately. If the investigation has not been conducted after 3 attempts, your application will be rejected and you will need to reapply.
- Ensure you have reviewed the list of General Requirements and have met all the guidelines. The list of General Requirements is provided with the application, and also sent with your application acceptance letter.
- Within 1 week of the inspection date, you will receive a Registration Application Card at your business address if the site inspection has been acceptable and your application approved by the Registrar. This card requires an Insurance stamp.
- Once you return the stamped card, and pay the appropriate fees, you will be issued a General Registration and plate(s). This process can be completed by mail.

More info

Definition of a Dealer

A "Dealer" is defined as any person who is engaged principally and substantially in the business of buying, selling, or exchanging motor vehicles, trailers, or motor vehicle bodies and maintains a facility dedicated to carrying out said business and except for a person who exchanges such vehicles on a wholesale basis, is open to the public.

Downloads

[General Requirements for Dealer Inspection](#)

(<https://www.mass.gov/doc/general-requirements-for-dealer-inspection/download>) (English, PDF 218.18 KB)

Contact

Registry of Motor Vehicles

Online



Ask the RMV

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