

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **Renew a Current Retail Dealer License**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment Renew a Current Retail Dealer License s. 218, a proposed guidance document.

### **PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://wisconsindot.gov/Pages/dmv/dlr-agents/busns-licnse/renewcurrentdeallic.aspx>

2. Mailing written comments to:  
Division of Motor Vehicles  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7336  
Madison, WI 53707-7336

### **WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsindot.gov](https://wisconsindot.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

[DOTDMVGuidanceDocs@DOT.WI.GOV](mailto:DOTDMVGuidanceDocs@DOT.WI.GOV)



## State of Wisconsin Department of Transportation

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# Renew a current retail dealer license

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Your dealer license is issued for two years. It expires at the end of the odd-numbered month closest to when it was issued. Your [Dealer license plates](#), [salesperson licenses](#), [buyer's licenses](#) and [Salvage Buyer Identification \(BID\) Cards](#) will expire on that date as well. Your license certificate shows your license expiration date.

Two months before your expiration date, the Wisconsin Department of Transportation (WisDOT) Dealer & Agent Section will send you materials to renew your license. Renewal materials include computer print-outs of current information pertaining to your dealer and salesperson licenses, dealer plates and BID cards. You cannot currently renew your dealer license online. You must mail it to the address below:

### **Dealer & Agent Section**

4802 Sheboygan Avenue, Room 201  
P.O. Box 7909  
Madison, WI 53707-7909

## For more information:

- [Field investigation offices](#)
- [Staff listing](#)

If you have questions, or need help completing the forms:

**Email** [Wisconsin DMV email service](#)

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