

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **Change a Current Dealer License**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment Change a Current 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://wisconsin.gov/Pages/dmv/dlr-agents/busns-licnse/changedealerlicense.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 [wisconsin.gov](https://wisconsin.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

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



## State of Wisconsin Department of Transportation

[DMV ONLINE SERVICES](#) ▼[DMV INFO](#) ▼[DOING BUSINESS](#) ▼[TRAVEL](#) ▼[SAFETY](#) ▼[PROJECTS AND STUDIES](#)[ABOUT WISDOT](#) ▼

# Change a current dealer license

[Retail dealer license](#)[Renew a current dealer license](#)[Change a current retail dealer license](#)[Off-premise sales](#)[Dealer registration plates](#)[Business licenses](#)

Business name change - notify the Wisconsin Department of Transportation (WisDOT) Dealer & Agent Section at the mailing address or phone below, or by email at [dealers.dmv@dot.wi.gov](mailto:dealers.dmv@dot.wi.gov) if the name of your business changes. You must apply for an amended license by completing the Motor Vehicle Dealer Two Year License Application form [MV2186](#). You will need a bond rider or new bond with the new name. If the business is leasing the business location you will need a new lease. If your dealership sells new vehicles you will need to submit a new WisDOT Manufacturer/Importer/Distributor Certification of Dealer form [MV2131](#).

Location change - If you move your dealership, you will need to file an original dealer license application, complete with all zoning approval and other documentation. Your bond company will issue a bond rider showing your new location. See [retail dealer license](#).

Ownership change - If your business ownership changes, you must file a complete original dealer license application.

Ownership changes include:

- Changing type of ownership. (For example, from sole proprietor to corporation)
- Adding or deleting a partner
- Adding someone who has 10% or more stock in the corporation

Adding a branch or subplot - A branch is a secondary location within the same municipality, which has the facilities to operate independently from the main location. A subplot is a secondary location in the same municipality which lacks indoor display and service facilities. Only used vehicles may be sold from a subplot. To add a branch or subplot to your current dealer license:

- Complete the Motor Vehicle Dealer Two Year License Application form [□ MV2186](#), listing the branch or subplot address. Be sure to include the zoning and local permit signatures on the form.
- Send in a lease for the branch or subplot real estate unless the dealership owns the property.
- If you will be selling new vehicles from your branch location include—for each vehicle make—a manufacturer franchise listing the branch address. You may submit your franchise agreement on WisDOT's Manufacturer/Importer/Distributor Certification of Dealer form [□ MV2131](#) or on a similar form provided by the manufacturer.
- Include fees payable to Registration Fee Trust. Fees are \$40 for a branch or \$2 for a subplot.

Adding a franchise - If you add a franchise to your current dealership, submit your new franchise agreement on WisDOT's Manufacturer/Importer/Distributor Certification of Dealer form [MV2131](#) or on a similar form provided by the manufacturer. No fee is required. WisDOT will reissue your license certificate listing the new makes you are authorized to sell.

### For more information:

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

### If you have questions:

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

#### Contact Information

[Contact Us](#)

[□ Support](#)

[Translate website](#) □

[Traducir el sitio de web](#) □

[翻譯網站](#)

[Website übersetzen](#) □

[ترجمة الموقع](#)

[Txhais website](#) □

[웹 사이트 번역](#)

[Перевести сайт](#)

#### Forms/Notices

[Acceptable use policy](#)

[Forms](#)

[Legal notices](#)

[Privacy policy](#)

[Software information](#)

#### WisDOT Employees

[Employee information](#)

[PTA web](#)

[HR Self-Service](#)

[Travel Expenses](#)

[WisDOT LearnCenter](#)

