

STATE OF NEBRASKA  
NEBRASKA MOTOR VEHICLE INDUSTRY LICENSING BOARD

301 CENTENNIAL MALL SOUTH  
PO BOX 94697  
LINCOLN, NE 68509

Telephone: 402-471-2148  
FAX: 402-471-4563  
<http://mvdealerbd.ne.gov>

60-1401 Motor Vehicle Industry Licensing

**RE: APPLICATION FOR DEALER LICENSE**

- All licenses are for calendar year only – licenses expire December 31st of the year they are issued. ***NO money for either the dealer license or salesperson's licenses is collected until AFTER the dealership has been inspected and approved.***
- **DEALERSHIP NAME:** Must reflect the nature of your business; i.e., "Jones Used Cars." Dealership name cannot use the terms "discount," "wholesale," "for less," etc. Any questions about the suitability of your dealership name, please contact this office.
- **LOCATION/ZONING:** Dealership location must conform to applicable zoning laws. If the dealership is located in **Omaha/Douglas County**, a copy of the zoning permit **must** accompany your application and must be in the exact dealership name and address. The property must have one contiguous area to display ten or more motor vehicles, motorcycles or trailers.
- **PHOTOGRAPH OF SIGN/BUSINESS:** A photograph of your place of business and dealership sign must be submitted with the application. The sign must be in letters at least eight inches (8") in height and must match the dealership name that is on the application, bond, and insurance.
- **TELEPHONE:** Dealership **must** have a working telephone, and be **listed with Directory Assistance in the exact dealership name**. Cellular or mobile telephones are **not** acceptable.
- **OFFICE HOURS:** Dealership must have posted office hours. The dealership must be open 40 hours per week with at least 20 of those hours during regular business hours (8 a.m. to 5 p.m.).
- **LEASE AGREEMENT:** If you do not own the proposed dealership location, a copy of the lease agreement must accompany the application. The lease must not end before December 31st of the current year and should be in your exact dealer name and address.
- **SERVICE FACILITY or AGREEMENT:** Dealership must have either service facilities or an agreement with a second party that is within the dealership's county to handle service and repairs.
- **SALESPERSONS:** One (1) salesperson license will be issued without charge to the Sole Owner, Partner, LLC Member, or Corporate Officer of the dealership (Free Salesperson application). All other persons selling motor vehicles, motorcycles or trailers must obtain a salesperson's license. The salesperson's license fee is collected after the inspection.
- **AUTOMOBILE LIABILITY INSURANCE:** **Certificate of Liability Insurance** from an insurance carrier authorized to do business in Nebraska must accompany the application. The certificate **must** contain: (1) Exact dealership name and address; (2) Type of coverage to include Automobile Liability for **ANY AUTO**; (3) Coverage dates; (4) Policy number, and (5) the Motor Vehicle Industry Licensing Board listed as the Certificate Holder including the Board's address. Insurance coverage must meet or exceed Nebraska Statute 60-534 and 60-538 limits. **Trailer Only Dealers** are exempt from Automobile Liability Insurance.
- **WORKERS' COMPENSATION INSURANCE:** The dealership must either elect or elect not to be covered under the Nebraska Workers' Compensation Act (see Workers Compensation Waiver form). If the dealership **elects to be covered**, a proper Certificate of Workers' Compensation Insurance must accompany the application. The certificate must contain: (1) Exact dealership name and address; (2) Coverage dates; (3) Policy number and, (4) Motor Vehicle Industry Licensing Board listed as the certificate holder including the Board's address. If the dealership elects not to be covered, the Workers Compensation Waiver form exempting the dealership from Workers' Compensation should be completed and signed.
- **CORPORATE SURETY BOND:** A \$50,000 bond (on a form approved by the Nebraska Attorney General) signed by a Nebraska registered agent, must accompany the application. The bond must be written to reflect the ownership of the dealership, i.e., owner, partnership, corporation or LLC. If the dealership is a corporation or LLC, the LLC or corporate name must be filed with the Nebraska Secretary of State-Corporate Division.
- **FRANCHISED DEALERS:** If you have a franchise agreement or contract with a manufacturer or distributor, a copy of such franchise agreement or contract must be in the exact dealership name and must accompany the application.

The application paperwork is submitted to our office for review. It is then forwarded to one of the field investigators. The investigator will contact the prospective dealer and schedule an appointment to inspect the dealership. After the inspection and approval, the applicant returns the application paperwork along with the Inspection Report and fees to our office for issuance of the license(s). A Treasurer's Certificate is issued with the Dealer's License; this Treasurer's Certificate authorizes the County Treasurer to issue dealer plates to the dealer.

Nebraska Motor Vehicle Industry Licensing Board  
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Lincoln, NE 68509  
402-471-2148

RE: ISSUANCE OF DEALER BOND TO REFLECT OWNERSHIP

**If applying as an individual owner:**

The dealer bond would be issued as *name of individual dba name of dealership.*

**If applying as a partnership:**

The dealer bond would be issued as *names of partners dba name of dealership.*

**Corporately-owned dealerships or LLC owned dealerships:**

If the dealership is run under a corporation or LLC, the corporation or LLC must be registered with the Nebraska Secretary of State, Corporations Division. Their telephone number is 402-471-4079.

If the corporation name already reflects auto/trailer/motorcycle sales, then the dealership can be named the same. For example: Johnson Auto & Trailer Sales, Inc. would be registered with the Nebraska Secretary of State and could be the name of the dealership. The Dealer Bond would be issued as Johnson Auto & Trailer Sales, Inc.

Otherwise, the bond accompanying the application would read **the corporation or LLC dba name of dealership.** For example: Jones and Sons, Inc. dba A Street Auto Sales - the requirement would be that the *dba* reflect car, auto or vehicle sales, motorcycle sales, RV or camper sales, etc. In this example, Jones and Sons, Inc. would be registered with the Nebraska Secretary of State. The dealership sign, telephone listing, and advertising would be in the *dba* name: *A Street Auto Sales.*

The original bond with original signatures & notary is submitted with the dealer's license application. The dealer applicant should keep a copy of the bond for their records. If the bond is issued by an out of state agent, a copy of the agent's Nebraska Producer's License must accompany the bond.

Please call our agency if you have questions about the dealership name being acceptable or perhaps in use by another dealer.