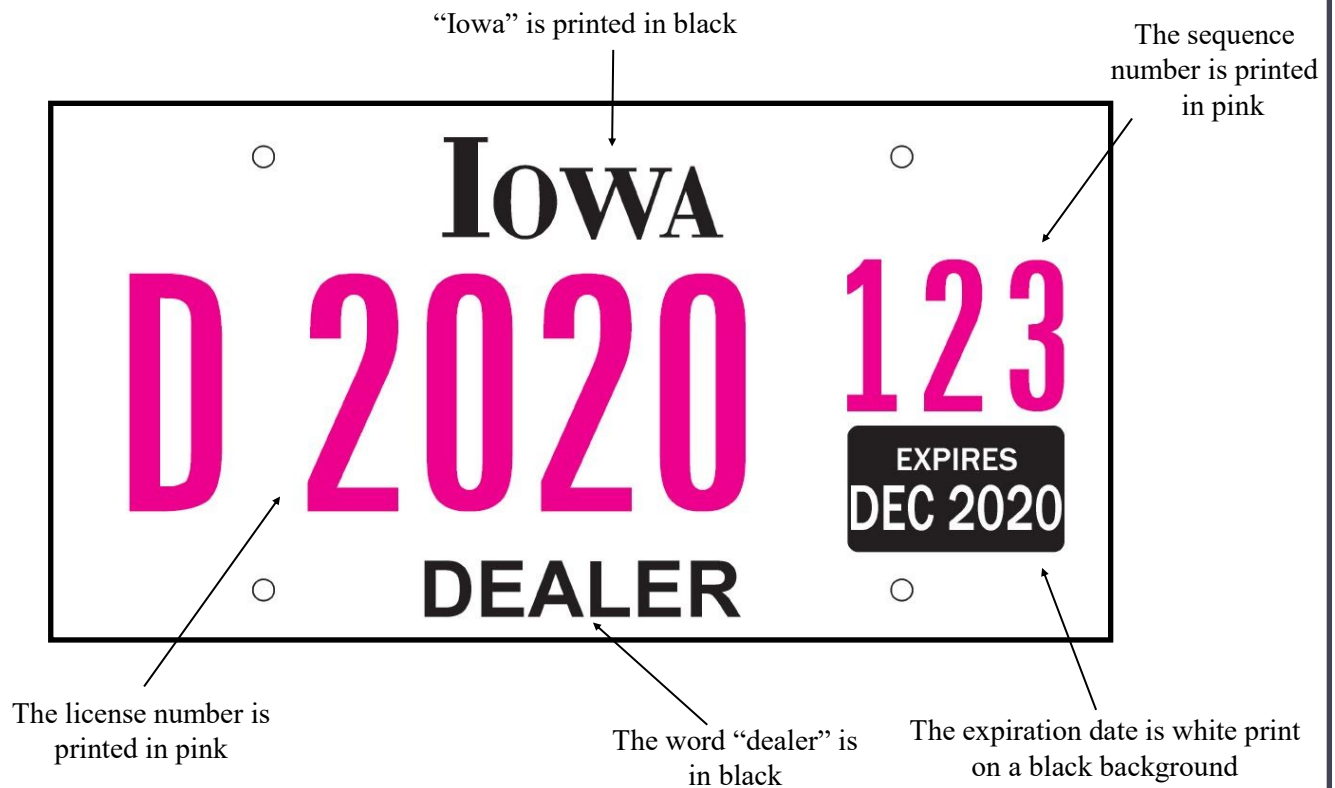


New Look for Dealer Plates



New Legislation Effective 1 July 2018

Motor Vehicle Dealer Business Records

The legislature amended statutes to allow a motor vehicle dealer that holds multiple licenses to keep their business records at a single location. The department is developing administrative rules to provide for procedures to implement this new law.

Final-Stage Manufacturer Dealer License

Iowa Code Chapter 322 was changed to allow certain types of manufacturers to obtain a motor vehicle dealer license. Manufacturers that finish incomplete vehicles, and are licensed by the department, meeting the state and federal definitions of a "final stage manufacturer," are eligible to apply for a license to sell these vehicles at retail. With few exceptions, this practice was previously prohibited in Iowa.

Vehicle Dealer Questions and Answers

1. Q) When do the current dealer licenses and plates expire?

A) December 31, 2018. Titles cannot be transferred after this date unless the license has been renewed.

2. Q) If I have not received my new dealer plates by December 31, can my old dealer plates still be displayed?

A) No.

3. Q) How long will my dealer license be valid once I renew?

A) December 31, 2020.

4. Q) Can I pay with one check if there is more than one renewal?

A) Yes, as long as the check number is written in the space provided on each renewal.

5. Q) Who needs to complete the dealer continuing education?

A) All used motor vehicle dealers MUST complete a minimum of five hours of continuing education program courses over a two-year period to renew their dealer license. Those dealers who are seeking renewal of a used motor vehicle dealer license who have taken the pre-licensing education requirement within the preceding 24 months are exempt from the continuing education requirement for license renewal.

6. Q) Where will the continuing education classes be held?

A) Information relating to class schedules, locations and fees can be obtained via the web at Iowa Independent Automobile Dealers Association website: http://www.iowaiada.com/en/dealer_education.cfm or phone 866-962-9202.

7. Q) Can I make changes on the dealer renewal such as ownership, address, and name, etc.?

A) No, changes cannot be made on the renewal, as this is a renewal of current information on file. Most changes require additional documentation.

8. Q) I have both a travel trailer and motor vehicle dealer license. Will I receive two renewals? Will my dealer plates display the same dealer number such as the motor vehicle dealer number?

A) Yes, you will receive two renewal notices. Each renewal will need to be completed, signed, and returned, or completed online. Your dealer plates will display the dealer number of each license number. If you order dealer plates under your motor vehicle number, those plates will display the motor vehicle dealer number. If you order plates under your travel trailer dealer number, those plates will display your travel trailer dealer number, so you will have two sets of plates.

9. Q) Where can we get information on motor vehicle registration fees?

A) Vehicle registration fees can be queried on the Vehicle Services web page at:

<http://www.iowadot.gov/mvd/ovs/default.htm>

Click "Registration fee calculators" and go to "Tools" > "Dealer Inquiry" and select one of the five available tools. The site now includes a registration inquiry function that returns vehicle-only information if a VIN, title number, or junking certificate number is available. The information returned will indicate if there are security interests, if a vehicle is currently registered or not, if there are any brands, and vehicle description information.

10. Q) How do I renew my license online?

A) Go to <https://arts.iowadot.gov/dealerrenewallogin.aspx>. See page 3 for details.

Renewing Your License Online

Did you receive this message with your dealer or recycler license renewal application? If so, there's no need to fill out the paper application and send in a check.



GREAT NEWS! IF YOU HAVE NO CHANGES TO MAKE FOR THIS RENEWAL PERIOD, YOU CAN NOW RENEW AND PAY FOR YOUR DEALER LICENSE ONLINE.

You're eligible to renew your license immediately with the information on your renewal form and a credit card. The only requirement for online renewal is that you do not need to make any changes, such as ordering more or fewer plates, removing extension lots, or updating your business hours.

Renewing your license online will have a familiar feel — it is based upon the paper application. There are four steps in separate tabs to click through.

To begin your online renewal, go to: <https://arts.iowadot.gov/dealerrenewallogin.aspx> and login using your license number and PIN.

Step 1 - review current license information

Reviewing your license information to ensure it is correct.

Step 2 - fees

Verifying the fees you are paying for your license renewal and dealer plates.

Step 3 - education

Providing dealer continuing education information. If you are not required to have continuing education, the tab will not be highlighted, as shown here.

Step 4 - request certification

I, , certify under penalty of perjury and pursuant to the laws of the state of Iowa that I am authorized to complete this application for renewal of this license, and that the preceding is a true, correct, and complete record of the manner or style in which the licensee conducts business. I further certify that no owner, partner, corporate officer, or member has been convicted of violating any provisions of the Iowa law governing vehicle manufacturers, distributors, wholesalers, vehicle recyclers, and/or dealers.

Position

Finally, certifying you are authorized to renew the license and that all information is true, correct, and complete.

Clicking “Continue” will then take you to Iowa’s state government payment portal, where you can pay your fees with a credit card. Enter your payment information and email address. A receipt for the transaction will be sent to you at the email address you provide. Once your payment is complete, click “Return to myMVD” and you will be taken back to the online licensing system.



Electronic Payment Solutions

Complete

Your license renewal and payment has been received. Your record has been updated, please select a credential delivery option.

- Your license will be mailed to your business address within 10 days
 Your license will be generated and available for printing immediately

At this point, your license has been renewed, updated within the Iowa DOT’s system, and your license plates have been ordered. All that remains is choosing how you wish to receive your license credential. As we

move to a more automated renewal environment, the department no longer requires your license to be printed on parchment paper as it has in the past. To finish the renewal process, you will be directed to your choice of having your license mailed to you or having it generated then in a PDF format for you to print from your own location.