



SECRETARY OF STATE  
STATE OF INDIANA  
AUTO DEALER SERVICES  
DIVISION

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SECRETARY OF STATE

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**Step by Step Guide for Completing the Application for Vehicle or Watercraft  
Dealer Business License - Form 13215**

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Line 1—Name in which the business license will be issued

The name needs to be the business name you will be operating under. If you are a corporation or an LLC and will be operating under an assumed (DBA) name, the application needs to state the assumed name. That name needs to be stated on all the documents you attach to your application including your sign. Your assumed name needs to be registered with Business Services Division of the Indiana Secretary of State. The titles you give to your customers need to state your business name as it appears on your license once it is issued.

Line 2—Federal identification number (FIN)

The federal identification number (also called an employer identification number or EIN) is issued to your business by the IRS. That number needs to be on the Retail Merchant Certificate you attach to your application or you can attach a copy of the letter you received from the IRS telling you what your federal identification number is.

Line 3—Phone numbers and E-mail address

The daytime phone number needs to be the phone number for your business location. We are using e-mail addresses to contact dealers and for plates on demand. In the near future the email will be used to contact dealers, send notifications (including renewal notices). The e-mail address needs to be the email address at which you want to be contacted.

Line 4—Legal address of the business

The legal address is the physical location where you will be selling vehicles. This address needs to be on all documents you attach to your application. Each location requires its own license.

Line 5—Tax identification number and location number

The tax identification number and location number are issued by the Indiana Department of Revenue. They appear on your Retail Merchant Certificate issued by them as the TID & LOC numbers. You need to attach a copy of the retail merchant certificate to your application. The certificate needs to state the business name and address as it appears on the application and it needs to be current.

Line 6—Is the business location owned or leased? If it is leased complete the name, address & phone number of the person or company from whom you are leasing your building.

Line 7a—Name of Insurance Carrier

This needs to be the carrier not the agent. You need to attach a certificate of liability to your application stating your business name & address as it appears on your application. It needs to show the Secretary of State, Dealer Division with our address as the certificate holder and it needs to state the in force policy number, effective & expiration dates and at least the minimum required coverage. Refer to requirements on our website for insurance coverage requirements. {link to the insurance requirements }

Line 7b—Name of Bond Carrier

You need to contact your bond company to purchase a bond stating your business name & address as it appears on your application. If you have more than one location you need to purchase separate bonds for each location. The bond needs to state the type of license you are applying for and be signed by the bond company and an authorized signer for your business. {Link to bond form }

Line 8a—Type of dealer

This application form is used to apply for a vehicle license or a watercraft license. Check only the type of license for which you are applying. Do not check both boxes. If you want to apply for both vehicle and watercraft licenses you need to send in separate applications.

Line 8b—Type of license

Check only one box

Line 9—Type of vehicles sold

Check the boxes for the types of vehicles you will be selling. If you check any “new only” or “new and used” boxes you need to attach a signed franchise agreement or dealer agreement for each make of “new” vehicle you will be selling. Check boats only if you are applying for a watercraft license.

Line 10 – Number of full-time sales personnel

Number of staff directly involved with selling.

Line 11 – Number of other full-time employees

Number of non-sales staff (loan officer, title clerk, etc.)

Line 12 – Number of units you expect to sale

An estimate / projection of the number of vehicle you will sell in a year..

Line 13—Type of applicant

Check only one box that indicates your type of business. If your business is an LLC or LLP attach a copy of your certificate of organization issued by the Indiana Secretary of State. If your business is a corporation, attach a copy of your certificate of incorporation issued by the Indiana Secretary of State. If your business was organized or incorporated in a state other than Indiana (foreign) attach a copy of the out of state certificate and a certificate that your foreign business is registered to do business in the State of Indiana.

Line 14 – Do you intend to buy dealer plates

These plates are used primarily for customer test drives of a vehicle in the dealer’s inventory. If needed, please indicate how many you will need.

Line 15 – Do you intend to buy interim plates

These are 31 day temporary plates issued to the customer on the day of purchase. These allow the dealer time to process the customer’s paper work and give the customer a window to register and title the vehicle. If needed, please indicate how many you will need.

Line 16—Zoning approval

All applications need to be signed by the zoning authority for the address at which your business will be located. If a zoning authority does not exist then have the ranking official (mayor, county commissioner) for the unit of government that oversees the proposed location sign for zoning

Line 17—Owner/Officer Information

State the name, title, home address and home phone number for owners/officers. Only individuals can be listed not companies. Each owner/officer needs to attach a valid government issued photo ID, (front and back) and complete a National FBI Criminal History Background Check. {insert link to CBC} The results will be sent directly to the Secretary of State, Dealer Division office. The information sheet to get registered for the background check can be found on our website under dealer alerts. Do not send fingerprints with your application.

Line 18—If a person listed as an owner/officer on line 17 can answer yes to this question state their name, the name of the dealership they worked for and the address of that dealership.

Line 19—State the name of the person you want to receive legal service or process (usually the owner or their attorney.) The address on this line needs to be an Indiana address.

Line 20—Enter the state where your Corporation, LLC or LLP was created and the date it was created. If your corporation was not created in Indiana enter the date you were registered to do business in Indiana.

Line 21—This line is for those applying for a manufacturer or distributor license only. Enter the names, home addresses and home phone numbers for each representative who will be working with dealers in the State of Indiana.

Line 22—Answer all three questions and be sure to give an explanation where needed

The application needs to be signed by someone who is authorized to make and sign the application.

\*\*\*Be sure all documents attached to your application have the exact same business name and business address as the application.