



**SECRETARY OF STATE  
STATE OF INDIANA  
AUTO DEALER SERVICES  
DIVISION**

**CONNIE LAWSON  
SECRETARY OF STATE**

**MELISSA REYNOLDS  
Division Director**

**POLICY  
ASSIGNMENT OF DEALER LICENSE NUMBERS**

**General**

Indiana Code § 9-32-11-6 allows a dealer to change their business name or location and Indiana Code § 9-32-11-15 allows a dealer to cease business activity, change the form of organization or state of incorporation and change its ownership.

The Secretary, through the Auto Dealer Services Division ("Division"), administers and enforces Indiana Code § 9-32, Title 75 of the Indiana Administrative Code, and the policies and procedures of the Division.

**Relevant Law**

Ind. Code § 9-32-11-6  
Ind. Code § 9-32-11-15

**Policy Statement**

It shall be the policy of the Division to allow a licensed dealer to maintain their dealer license number in the following situations, provided all applications, requests, and/or other required documentation are timely completed and submitted:

1. Change in business name or address.
2. Change in business organization or entity, if the change does not involve a material fact in the financial condition of the dealer.
3. Change in license type, if the dealer is changing from a new dealer to a used dealer or a used dealer to a new dealer.

It shall be the policy of the Division to assign a new dealer license number in the following situations:

1. Change in business organization or entity that involves a material fact in the financial condition of the dealer.
2. Complete change in ownership.



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3. Change in license type, other than from a new dealer to a used dealer or a used dealer to a new dealer.
4. Any other situation in which the Division, in its discretion, determines a new dealer license number is appropriate.

**Revision History**

1. November 25, 2015: Initial Release

Approved by:

Connie Lawson  
Connie Lawson, Secretary of State

11/25/15  
Date