



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

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SECRETARY OF STATE

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Division Director

Reasons the Division may Reject Filings

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Dealers routinely send documents to the Auto Dealer Services Division (“Division”) for filing. In order for the Division to process the submitted document(s) and complete the action(s) requested by the dealer, it is important that the documents be completed in full, accurate, and include all required supporting information. If any submitted document is incomplete or incorrect, the Division will attempt to contact the dealer twice by email. If the Division is unable to contact the dealer by email within three (3) days, the Division will attempt to contact the dealer via phone call. If the dealer is still unreachable, the Division will reject the documents and send them back to the dealer.

Legible copies and faxes of all documents will be accepted. A document will not be rejected just because it is not an original.

The Division requires original copies of bonds. In some instances, a bond may not have an expiration date, but by its terms is continuous until a cancellation notice is received. In these instances, the dealer must provide a continuation certificate each year upon license renewal.

All documents relating to the operation of the dealership must be signed by the owner or authorized representative of the dealer. The documents will be rejected if the person who signed the document is not an owner or authorized representative of the dealer.

Documents submitted for identification purposes must be issued by a government agency. If the individual’s address listed on their driver’s license or other form of identification does not match their home address listed on the second page of the application, the Division will not reject the document. However, the Division will contact the dealer to request that they verify the correct address. The dealer must verify the correct address in writing.