



JULIE P. MAGEE
Commissioner

State of Alabama Department of Revenue

(www.revenue.alabama.gov)
50 North Ripley Street
Montgomery, Alabama 36132

August 13, 2012

CYNTHIA UNDERWOOD
Assistant Commissioner

MICHAEL E. MASON
Deputy Commissioner

MEMORANDUM

2012-13

TO: License Plate Issuing Officials

FROM: Mike Gamble, Assistant Director
Motor Vehicle Division *Mike Gamble*

SUBJECT: Motor Vehicle Regulatory License Applications

The Department of Revenue has recently made changes in the administration of the regulatory license application and renewal process for new and used motor vehicle dealers, wholesalers, rebuilders and reconditioners. Effective August 1, 2012, this responsibility was transferred from the Severance and License Section of the Business and License Tax Division to the Motor Vehicle Division. The Motor Vehicle Division's goals for the licensing process are to streamline the registration and renewal process through the electronic issuance of licenses, standardize and minimize the number of paper documents licensees are required to submit, and eventually integrate the licensing process with the electronic title application processing system (ETAPS).

Effective August 1, 2012, all regulatory license applications for new and used motor vehicles dealers, wholesalers, reconditioners, and rebuilders must be submitted electronically using the Department's new licensing program. In order to access the new licensing system, applicants will need to first register for a MVTRIP account through the dealer license site by navigating to the following site:
<https://dealerlicense.mvtrip.alabama.gov/Home/register>.

After establishing a MVTRIP account, the license application and license fee payment must be processed online. Upon completion of the online application, an application receipt and required supporting documents (i.e. certificate of insurance and surety bond) will be generated through the system. The application receipt will contain instructions for completing the required forms and delivering the required documents to the Motor Vehicle Division. Upon approval of the application, the new license will be emailed to the applicant. The licensee will also have the ability to reprint the license through the system.

A sample copy of the new license is attached. Note that the type of license (dealer, wholesaler, rebuilder or reconditioner) is listed at the top of the license. If more than one category of license is issued, each category will be listed on the license. In addition, licensing officials will have the ability in the near future to electronically verify the license through the Motor Vehicle Title, Registration and Insurance Portal (MVTRIP).

Please visit http://www.revenue.alabama.gov/motorvehicle/Dealer_FAQ.html for answers to frequently asked licensing questions or email dealerlicense@revenue.alabama.gov if you have additional questions.

Used Motor Vehicle Dealer, Motor Vehicle Wholesaler

License Year: 2013

License Year: 2013

Regulatory License

TITLE 40, CHAPTER 12, ARTICLE 8, CODE OF ALABAMA 1975

Alabama Department of Revenue

Motor Vehicle Division

P.O. BOX 327643, MONTGOMERY, AL 36132-7643

ISSUED TO:
TDL Enterprises
DBA Terry's Cars
50 N Ripley St
Montgomery, AL 36104

License Number: 030000213
Effective Date: 10/1/2012
Expiration Date: 9/30/2013
Primary Business Location:
50 N Ripley St
Montgomery, AL 36104

Secondary Business Location(s):

This is a regulatory license and is not transferable or refundable. This license should be presented to the privilege license issuing officer at the County Courthouse in the county where your business is located in order to secure the State and County Privilege under Code Section 40-12-51 Automobile Dealer.