

ADOT Dealer Connect Podcast

Session 4: Dealer Community Transaction Requests



Official site of the ADOT MVD



Sign in | Continue as Guest



Your AZ MVD, online

Fast, easy, secure and personalized for you

Activate Your Account



Why AZ MVD Now?

It's Fast & Easy.

You'll have access to over 40 MVD services. Skip the trip to an MVD office.

It's Secure.

We're reducing fraud and keeping your personal information safe with enhanced authentication.

It's Personalized.

We'll let you know when your registration is due and provide services based on your needs.

Click the Sign in option when accessing your Dealer AZ MVD Now account. Do not click activate account.

AZ MVD Now - Dealer Business Portal



Business Portal



Aliyha Carter



Cart



Services

My Documents

My Account

Admin

Balance: \$0.00

Welcome to AZ MVD Now Business Portal

Arizona Department of Transportation (ADOT) is enhancing ServiceArizona. AZ MVD Now is part of this improvement and serves as an extension of ServiceArizona for Motor Vehicle Division (MVD) services.

To use AZ MVD Now for personal use, [log out](#) and then log back in with your personal credentials.



OTHER SERVICES

Prepaid Voucher

Prepaid Voucher Balance

Inquiry

Update Official MVD
Information

[Dealer Licensing & Services](#)

Check Vehicle Title Status

Select Services and under Other Services click [Dealer Licensing](#).

Motor Vehicle Dealer Licensing & Services

Dealer Licensing

If you are currently licensed, please use the email address on file with the Dealer Licensing Unit to register for the Dealer License system.

Dealer Licensing provides the following services:

- Motor Vehicle Dealer Application
- Motor Vehicle Dealer Branch Application
- Manufacturer/Distributor Application
- Dealer Plate Application
- Manufacturer Vehicle Test Plate Application
- Certification of Contract with Third Party Lender (electronic form)
- Dealer Record Amendment (electronic form)
- Add or Delete an Individual on a License (electronic form)
- Authorized Presence Documentation/Exemption Request (electronic form)

Depending on requirements and the nature of your business, there are several types of motor vehicle dealer licenses you may apply for.

ServiceArizona Dealer Services

Licensed dealers may access the following services on ServiceArizona.

- Temporary Registration Plates
- Charitable Event Temporary Registration Plates
- 30-Day General Use Permits
- 90-Day Nonresident Permits
- Off-Premises Permits
- License Renewal
- Duplicate Plate Certificate
- Driver License MVR
- Title and Registration MVR
- Lienholder MVR
- Insurance Verification
- Dismantle/Crush Request
- Duplicate Title

Depending on requirements and the nature of your business, there are several types of motor vehicle dealer licenses you may apply for.

- ▶ [New Motor Vehicle Dealer](#)
- ▶ [Public Consignment Auction Dealer](#)
- ▶ [Used Motor Vehicle Dealer](#)
- ▶ [Broker](#)
- ▶ [Wholesale Motor Vehicle Dealer](#)
- ▶ [Wholesale Motor Vehicle Auction Dealer](#)
- ▶ [Automotive Recycler](#)
- ▶ [Manufacturer](#)
- ▶ [Distributor](#)

[Go to Dealer Licensing](#) 

- [Insurance Verification](#)
- [Dismantle/Crush Request](#)
- [Duplicate Title](#)
- [Repossession Title](#)
- [Public Consignment Sales Notice](#)
- [Wholesale Dealer 3-Day Permit](#)
- [Sold Notice](#)
- [OFAC Check](#)
- [Fee Calculation](#)
- [MVD Policies and Procedures](#)
- [Test Your Printer](#)
- [Submit Curbstoning Complaint Form](#)
- [Dealer Title Clerk Manual](#)

Visit [ServiceArizona](#) 

Click Go to Dealer Licensing.

Dealer Community - Landing Page



[Home](#)

[New Applicant](#)

[Existing Dealer](#)

[Required Documents](#)

[My Dealer Applications](#)

[My Plate Applications](#)

[More](#)



DEALER APPLICATION

MANUFACTURER APPLICATION

DEALER PLATE APPLICATION

MFR TEST PLATE APPLICATION

AUTHORIZED PRESENCE

FORMS & FAQ

FEES & COST

GETTING SUPPORT

BRANCH APPLICATION

MOVED / NAME CHANGE

ADD / REMOVE INDIVIDUAL

CONTRACT WITH 3rd PARTY LENDER



Franchised/New Motor Vehicle Dealer Applications and dealers record update services [redacted] <http://aada.com/>



Used dealer Orientation, Training and Compliance classes and Motor Vehicle Dealer Application and record update services. Call Dave Warkentin at 602.246.1498; dave@aiada.net; <https://aiada.net/>

Arizona Dealer Licensing & Consulting Services

Motor Vehicle Dealer Application and dealer record update services. Call Micheal Allen at 480-227-5610; dealerlicensing@gmail.com; <http://www.arizonadealerlicensing.com/>

NOTE:

Effective July 1, 2020, AZ Department of Financial Institutions (AZDFI) and DOI are merging. The name, email address, including the Suite # will be updated to:

Arizona Department of Insurance and Financial Institutions (AZDFI)
100 N. 10th Ave. STE. 261
Phoenix, AZ 85007-2630

Effective March, 2020 the email will be updated to: licensing@azdfi.az.gov

MY BUSINESSES

Business Name	MVD Dealer License Number	Location Type	Dealership License Status
Dealer Licensing Unit	[redacted]	Main	Active

[View All](#)

Record Amendment



[Home](#)

[New Applicant](#)

[Existing Dealer](#)

[Required Documents](#)

[My Dealer Applications](#)

[My Plate Applications](#)

[More](#)



New Applicant Getting Started

Existing Dealer Getting Started

DEALER APPLICATION

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Select A Business

Choose which business you're here for

Choose one...

1

Choose your business from the drop down menu.

Cancel

Next

Dealer Record Amendment

Action Requested

Action Requested

Current Business Information

MVD License Number

*Business Name

Doing Business As ⓘ

Phone

Business Address

City

2

--None--

✓ --None--

Change Business Name and/or DBA (\$10.00)

Change Location - same county (\$10.00)

Change Business Name/DBA and Business Location (\$20.00)

Dealer Licensing Unit

6027127571

1801 W Jefferson St

Phoenix

Cancel Submit

Choose the amendment type from the drop down menu.

Dealer Record Amendment

New Business Information

Business Hours

Change Business Hours

Business Contact

Contact Person

3

Site Assessment

Sign is permanently affixed / erected? ⓘ

--None--



Sign is legible 300 feet during daylight ⓘ

--None--



Sign is affixed to

--None--



Cancel

Submit

Complete requested information.

Dealer Record Amendment

Site Information

At least two spaces have been designated to display 2 vehicles 1

--None--

Building will be devoted principally to the dealership business

--None--

Is the place of business a:

--None--

4

Record Keeping

- I certify records will be maintained at this address
- If residence, I certify there is space designated for record keeping

Certification

I certify that my assigned motor vehicle dealer, automotive recycler or wholesale motor vehicle dealer license will not be sold, leased, rented or loaned, nor used for any purpose other than in the conduct of business by this dealership at the licensed established place of business or place of business. The business to be carried on, if license herein applied for is granted, will be conducted in compliance with the laws of the State of Arizona.

I understand that Arizona law requires a licensee to notify the Motor Vehicle Division within 30 days when there is a change in business name, location or an officer, director, partner, agent or stockholder is added or removed.

Cancel

Submit

Certify your request.

Dealer Record Amendment

Upload Documents & Photos

Submit a photo of:

- Permanently affixed Business sign
- Entire lot, including space to display (excluding wholesale)
- All four sides of building (excluding wholesale)
- Address numbers and posted hours of operation
- Records storage and office areas
- Auto recyclers: Include photo of enclosed yard
- Public Consignment Auction Dealer: include photos stating "No Implied Warranty" and "Emissions is the responsibility of purchaser"

Additional Requirements:

1. Submit original Bond Rider for each change of a business name or location.
2. If corporate name change, a statement or amendment to the Articles of Incorporation accepted by the Arizona Corporation Commission must be submitted.
3. Franchised dealers must submit a manufacturer's letter of acknowledgement or appointment for each branch office, change of location or change of business name.
4. Provide a copy of your Lease Agreement/Deed (retail dealers only)

5

Attach Documents



Upload Files

Or drop files

6

Submit

Upload supporting documents and photos.
Then click Submit to finalize your request.



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CONTRACT WITH 3rd PARTY LENDER

Select A Business

1

Choose which business you're here for

Choose one...

Cancel

Next

Choose your business from the drop down menu.

Add Or Delete Individual On A License

Arizona law requires a licensee to notify the Motor Vehicle Division when any officer, director, partner or agent is added or removed on a dealer license, within 30 days.

Business Information

* Business Name	<input type="text" value="Dealer Licensing Unit"/>
MVD License Number	<input type="text" value="L00006530"/>
Doing Business As 	<input type="text"/>
Action Requested	<input type="text"/>
I request that the following individual	<input type="text" value="--None--"/>
Upload Documents	<input type="text"/>

Cancel

Submit

Your business information will automatically populate.

Add Or Delete Individual On A License

I request that the following individual

Upload Documents

Attach Documents

3 Or drop files

2 --None--
✓ --None--
Be Removed
Be Added

The following must be completed by the individual to be added to the license, (if applicant owns 20% or more of the entity the following must be submitted).

1. Authorization to Release Information/Statement of Personal History form
2. One completed fingerprint card and technician form in envelope sealed by fingerprint technician
3. Cashier's check or money order for \$22.00 made payable to the Arizona Department of Public Safety for a criminal records check

If a corporation is adding or deleting an individual, also submit a copy of the corporation minutes or a copy of amended articles indicating the addition or deletion of the individual

4

Submit

Choose your option from the drop down menu. Upload supporting documents and photos. Then click Submit to finalize your request.



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CONTRACT WITH 3rd PARTY LENDER

Select A Business

1

Choose which business you're here for:

Choose one...

Cancel

Next

Choose your business from the drop down menu.

Certification of Contract with Third Party Lender(s)

* I certify that this dealership has a contractual agreement with a third party lender.

Signature

2

Date

Fee: \$300.00 initial fee (payable to MVD)

Upon submission of this form and statutory fee of \$300.00 certification of contract with a third party lender will be added to your motor vehicle dealer license.

NOTE: An annual renewal fee of \$150 for certification of contract with a third party lender will be assessed along with the annual licensing fee of \$100 upon annual renewal of your motor dealer license for a total of \$250. Renewal and all associated renewal fees will continue to be transacted through the Dealer Suite of Services on secure.ServiceArizona.com.

Please note that all fees are subject to penalties for late renewal per ARS §28-4405(D).

If you have any questions, please call Dealer Services & Licensing at 602-712-7571 or email MVDLU@azdot.gov.

Cancel

Submit

Sign, date, and click submit to
finalize request.



 DEALER PLATE APPLICATION	 MANUFACTURER APPLICATION	 DEALER PLATE APPLICATION	 MFR TEST PLATE APPLICATION	 AUTHORIZED PRESENCE	 FORMS & FAQ
 FEES & COST	 GETTING SUPPORT	 BRANCH APPLICATION	 MOVED / NAME CHANGE	 ADD / REMOVE INDIVIDUAL	 CONTRACT WITH 3 rd PARTY LENDER

Select A Business

Choose which business you're here for

Choose one...

Cancel

Next

Choose your business from the drop down menu.

Dealer Plate Application

Business Information

Business Name
My Name Too Motors

MVD Dealer License Number

Plates will be shipped to the following address:

Mailing Address

City

State

Zip Code

Contact Person Information

Cancel Submit

Your information will automatically populate.

Dealer Plate Application

zip code

Contact Person Information

Requestor Name

Phone

New Plates

I would like to Request New Plates

Complete Requester information.

Cancel

Submit

Dealer Plate Application

New Plates

5

I would like to Request New Plates

Plate Type	Qty	Fee Per Plate	Total Amount
Motor Vehicle Dealer (DL)	15	x \$30.00	\$450.00
Trailer (TR)		x \$30.00	\$0.00
Motorcycle (MD)		x \$10.00	\$0.00
		Total	\$450.00

Choose your plate quantity and then a subtotal will populate.

Cancel

Submit

7

Dealer Plate Application

Signature

I fully understand it is mandatory to carry evidence in the vehicle of current financial responsibility applicable to that motor vehicle when the motor vehicle is being operated on any highway in this state.

Signature

JohnJacob Jingleheimer Schmidt

Title

President

Date

Dec 30, 2019



Sign, date, and click submit to finalize request.

Cancel

Submit

INVOICE: Inv- [REDACTED]

1/11/2021



RE: Motor Vehicle Dealer License

Congratulations! You have successfully completed the application process for a motor vehicle dealer license as required by Arizona Revised Statute Title 28, Chapter 10. The ADOT/MVD Dealer Licensing Unit has completed processing your application for a license. You are receiving this invoice upon meeting all division requirements.

This invoice must be paid within (3) calendar days of this date **1/11/2021**. **To pay your invoice, please go to AZ MVD Now to fund your Organization/Business Account.** (<https://azmvdnow.gov/home>)

Invoice:

	Fee	Quantity	
Application Fee	\$15.00		\$15.00
Permanent License	\$100.00		\$100.00
Provisional License	\$10.00		\$10.00
Branch License	\$50.00		
Dealer Record Amendment - Change of Business Name	\$10.00		
Dealer Record Amendment - Change of Location	\$10.00		
Dealer Plate	\$30.00	5	\$150.00
Dealer Trailer Plate	\$30.00		
Motorcycle Plate	\$10.00		
Contract with a Third Party Lender	\$300.00		\$0.00
Postage Fee	\$13.00		\$13.00

FedEx Postage Fees

Postage for Plates:

- \$13.00 1-5 Plates
- \$15.00 6-10 Plates
- \$2.00 For every additional 5 Plates

DLU service representative will send you an invoice and request for you to fund your account.



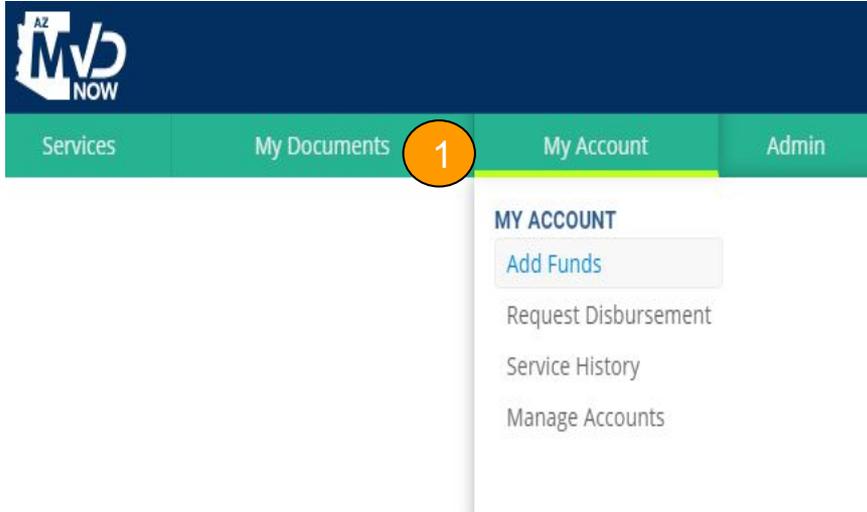
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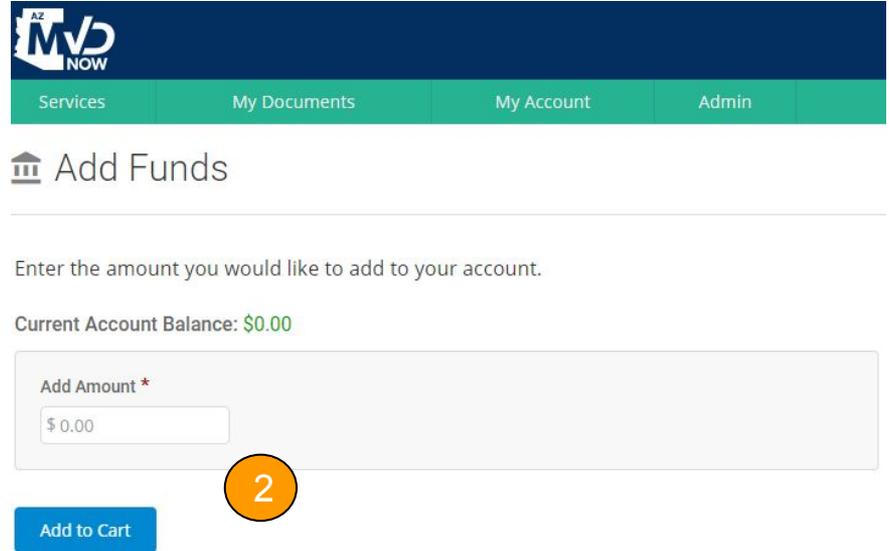
To use AZ MVD Now for personal use, [log out](#) and then log back in with your personal credentials.

Return to AZ MVD Now Business Portal
and fund account.

Funding AZ MVD Now Account



Select My Account then click Add Funds.



Enter the amount you would like to add. Then click Add to Cart.



Registration Driver License & ID Title Other Services My Account

Cart

1 Item(s)

Services	Amount	Remove
Fund Customer Account	\$400.00	
Total Due:	\$400.00	

Payment Type *

ePayment (Credit Card/eCheck) 5

Checkout 6

Select Payment Type of ePayment, then click Checkout.



Payments

Choose Payment Option

7

Credit Card

eCheck

Cancel

Checkout Summary 1

Description	Amount
Fund Customer Account	\$400.00
Total:	\$400.00

Choose Payment Option of Credit Card or eCheck.

Payments

Pay With Your Credit Card

All fields are required unless otherwise noted.

Payment Amount \$400.00

CARDHOLDER NAME

CREDIT CARD NUMBER

EXPIRATION DATE

CVV [What is this?](#)

DAYTIME PHONE

EMAIL

9

STORE THIS PAYMENT.

NOTE: Only press the "Submit Payment" button one time.

10

8

Checkout Summary

1

Description	Amount
Fund Customer Account	\$400.00
Total:	\$400.00

In put your credit card or ACH information. Select Submit Payment.
 Note: You can store this information for future payments.

Dealer Community Help

ADOT
Dealer Community Help

Contents

Dealer Community

- Dealer Licensing Overview
- Dealer Application Overview th
- Dealer Community Sign-Up or L
- Motor Vehicle Dealer Applicati
- Manufacturer/Distributor Appli
- Authorized Presence
- Document Management
- Plate Applications

Dealer Licensing Community Help

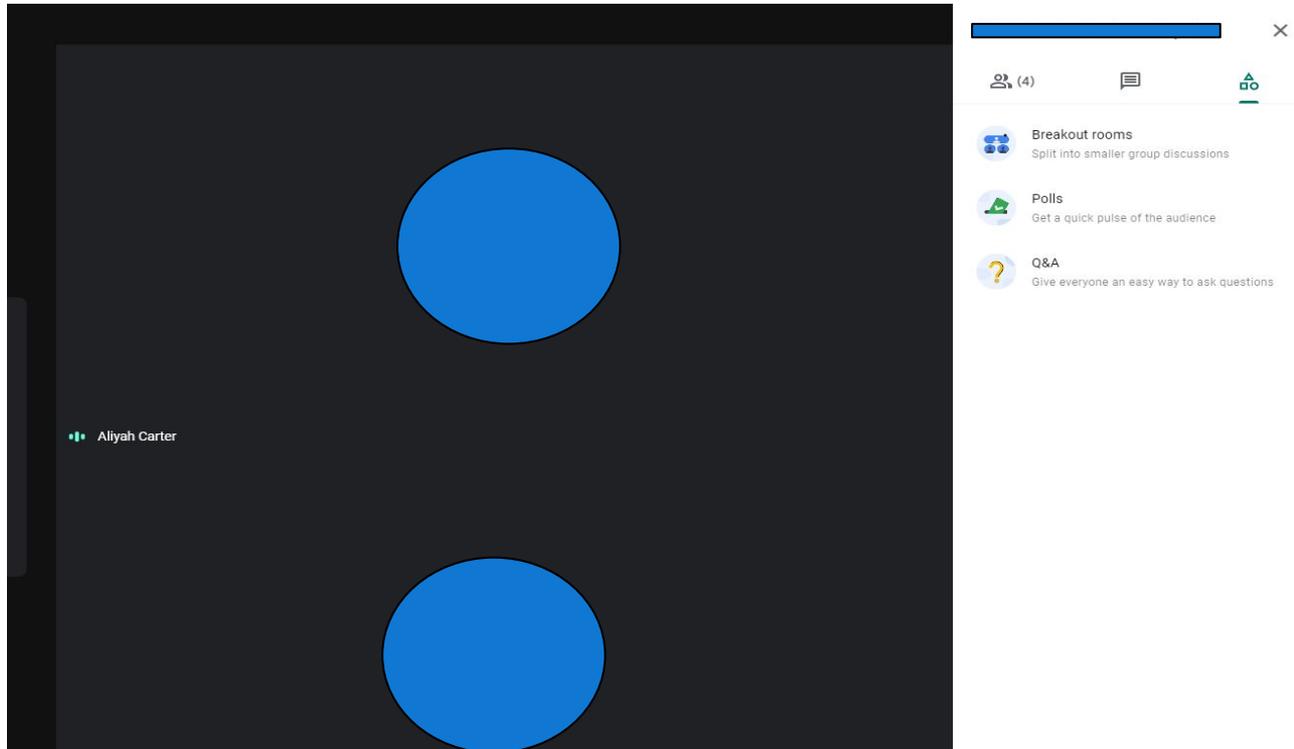
Effective **April 20, 2020**, a new online **Dealer Licensing Community** is available where you can electronically submit and manage Dealer Licensing Applications.

AZ MVD Now is the primary online application for MVD services. AZ MVD Now is accessible through ServiceArizona.com.

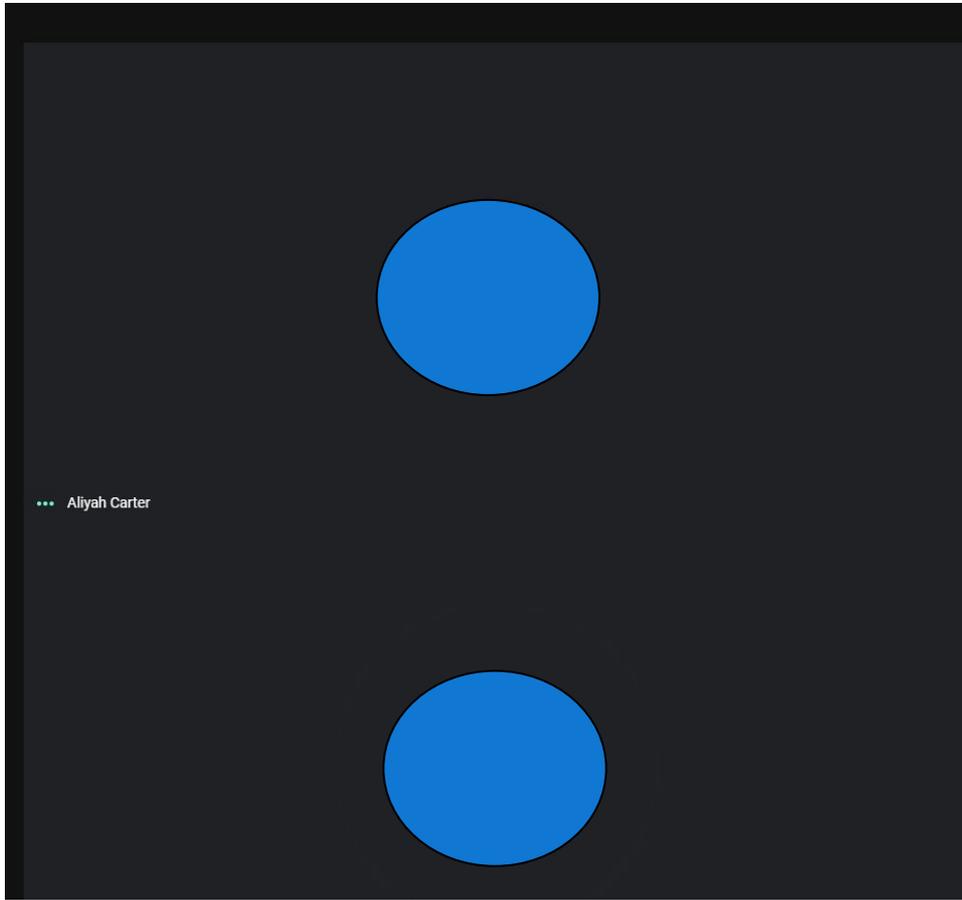
Vehicle Dealers may still access MVD systems through the Arizona Automobile Dealers Association (AADA) or ServiceArizona for business suite services.

- ▶ **Navigating this Help Site**
- ▶ **New to Dealer Licensing? Start Here!**
- ▶ **Existing Dealer? Start Here!**

Dealer Community - Technical Hour



The image shows a Zoom meeting interface. The main window is dark with two large blue circles. In the bottom-left corner of the main window, there is a small icon of a person with a microphone and the name "Aliyah Carter". To the right of the main window is a sidebar with a close button (X) at the top. Below the close button are three icons: a group of people icon labeled "(4)", a chat icon, and a screen share icon. Below these icons are three menu items: "Breakout rooms" with a sub-description "Split into smaller group discussions", "Polls" with a sub-description "Get a quick pulse of the audience", and "Q&A" with a sub-description "Give everyone an easy way to ask questions".



← Breakout rooms ×



Set up breakout rooms

Main call



Aliyah Carter



Matthew Hermiz

Breakout 1

Join

Breakout 2

Join

Q & A

