

Instructions for Applying for Motor Vehicle Dealer, Distributor, Manufacturer & Transporter Tags

Please apply promptly. To avoid unnecessary delays in the issuance of your tags, please review the revised applications and read all of the instructions before completing and submitting documents and fees. There are *new* requirements and fees for these tags including limits to the number of additional tags that will be issued. You cannot legally operate a vehicle with an **expired** tag and you cannot process title and registration transactions through the Department or County Tag Offices with **expired** tags.

Your dealer expiration date will be determined by the first letter or number of your business name and will expire at the end of the month according to the schedule below. Tags may be renewed up to (30) days prior to expiration date. If you register after the end of your registration period, you will be charged a 25% penalty of \$15.50 on the master tag only.

<u>Registration Expiration Month Schedule</u>	
A or B	January
C or D	February
E or F, or 4, 5 or 8	March
G or H	April
I or J	May
K or L	June
M or N or 9	July
O or P or 1	August
Q or R	September
S or T or 2,3,6 or 7	October
U or V or W	November
X or Y or Z or 0	December

- The renewal of your tags is subject to non-renewal if there are outstanding tax liabilities or non-filed tax returns. Contact the DOR Regional Office serving your county for additional information pertaining to tax liabilities and non-filed tax returns or call (404) 417-4490. If you are viewing these instructions on-line, [click here](#) to obtain the address and telephone number of the DOR Regional Office serving your county.
- The dealer tags for *franchise* motor vehicle dealers shall be distinguishable from the dealer tags for *independent retail* and *independent wholesale* dealers. Additionally, *transporter tags* shall be distinguishable from *dealer, wholesaler, manufacturer and distributor tags*.
- *Dealer, distributor, manufacturer and transporter tags* are issued and renewed annually and must be renewed no later than the last day of your expiration month. Dealer includes auction companies, auto brokers, franchise dealers, independent dealers, retail independent dealers and wholesalers.
- The first three (3) tags issued for *wholesalers* will be the same tag category as *independent retail* used car dealer. For any additional tags a wholesaler requests will depend on the number of vehicles sold *wholesale* as shown on their MV-6B application i.e. The wholesaler sells sixty (60) vehicles *wholesale*, the MVD will issue three (3) wholesale dealer tags (1) tag for each twenty (20) vehicles sold *wholesale*.
- An applicant may only obtain three (3) tags, i.e., one (1) master tag and two (2) additional tags, *without* completing an affidavit (Form MV-6B) certifying the number of vehicles the applicant sold (retail or wholesale), distributed, manufactured or transported during the previous calendar year based on its business records. When recording an *actual* number, the 'Actual Number' box must be checked.

If the applicant is a *new* business *or* has been in business less than a year, the number of vehicles the business is *projected* to sell (retail or wholesale), distribute, manufacture or transport during the coming calendar year must be recorded on the Form MV-6B and the 'Projected Number' box checked.

The Department has the right to limit the number of additional tags issued when the numbers certified in the affidavit on Form MV-6B differs from the department's records, business records or investigative findings. The Department may request additional documents to validate the need for additional tags.

- Dealers, distributors, manufacturers and transporters must include the Department's cost to mail the tags and registrations. The schedule of mailing fees is on the last page of these instructions.
- If the dealer, distributor, manufacturer or transporter chooses to pick up their tags, the mailing fees should not be included with the payment for the tags. The dealer, distributor, manufacturer or transporter will be contacted after the tags and registrations are processed to schedule a date and time for pick up from the Georgia Department of Revenue, Motor Vehicle Division.
- Dealers, distributors, manufacturers and transporters must validate their established places of business in Georgia by submitting photographs of their signs, sales rooms or offices and their lots (**photographs of lot are only required of franchise dealers**) and proof of publicly listed Georgia telephone number(s) with their applications. Cell phone numbers are not acceptable.
- Employees or officers of a dealership, distributor and manufacturer may only operate vehicles with valid dealer, distributor or manufacturer tags. *Employee* is defined as a person working at these businesses at least thirty-six (36) hours per week. **No dealer, distributor, or manufacturer may use, or permit to be used, a tag for privately owned vehicles, cars for hire, for lease or vehicles used in the operations of a dealership such as rentals, delivery, courtesy or other manner.**

Application Forms (MV-6, MV-6A and MV-6B) and Fees

- Form MV-6 is required of all applicants and must be completed and submitted for each category or each established place of business.
- Form MV-6A must be signed and submitted by the person authorized to complete the MV-6 application if additional persons are to be considered authorized agents for the dealership, distributor, manufacturer or transporter. Form MV-6A is also required to remove an agent's authorization.
- Form MV-6B is required when applying for more than two (2) additional tags. The signature on this form must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.
- Each application must be completed in full and signed - typed, electronically completed and printed or legibly hand-printed. These forms may be electronically completed and printed from our website, www.dor.ga.gov, for signing, notarization (Form MV-6B only) and submission. The full, legal name of the company, business, firm, corporation, LLC and D/B/A and established place of business should be the same on the application and any required certificate or license. **Any variations must be validated.**
- Checks and money orders must be made payable to the Department of Revenue for the total of the tag fees, franchise fees (franchise dealers only) and mailing fees, if tags are to be mailed.
- The annual fee for a master tag is \$62.00. The annual fee for one (1) additional tag is \$12.00. The annual franchise fee is \$25.00.

Requirements Checklist for each Tag Category

Franchise Dealer

Franchise dealer means any person with an established place of business in Georgia engaged in the business of buying, selling, exchanging or leasing *new* motor vehicles under a franchise agreement with a vehicle manufacturer.

- MV-6 application
- MV-6A application if applicable
- Form MV-6B is required when applying for more than two (2) additional tags. The signature on this form must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.
- Photographs of sign, sales room or office and lot
- Proof of publicly listed telephone number(s) in Georgia. Cell phones are not acceptable.
- Photocopy of proof of a State of GA Tax ID number
- Photocopy of GA Sales Tax Certificate (Form ST2)
- Photocopy of each authorized agent's GA driver's license or GA ID card
- Check or money order for tag fee, franchise fee and mailing fee (if tags are to be mailed)

Independent Dealer (Includes auto auction companies, auto brokers, retail dealers and wholesalers)

Independent used motor vehicle dealer means any person with an established place of business in Georgia engaged in the business of buying, selling or exchanging *used* motor vehicles. *Independent used car dealers* include auto auction companies, auto brokers, retail dealers and wholesalers.

- MV-6 application
- MV-6A application if applicable
- Form MV-6B is required when applying for more than two (2) additional tags. The signature on this form must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.
- Photographs of sign and sales room or office
- Proof of publicly listed telephone number(s) in Georgia – Cell phones are not acceptable
- Photocopy of proof of a State of GA Tax ID number
- Photocopy of GA Sales Tax Certificate (Form ST2)
- Photocopy of GA Used Motor Vehicle Dealer's License
- Photocopy of each authorized agent's GA driver's license or GA ID card
- Check or money order for tag fee and mailing fee (if tags are to be mailed)

Used Motor Vehicle Parts Dealer or Used Parts Dealer

Used motor vehicle parts dealer or *used parts dealer* means any person, partnership, limited liability company, firm, or corporation with an established place of business in Georgia engaged in buying, selling, or using motor vehicle parts, either as a *used motor vehicle parts dealer, a motor vehicle dismantler, a motor vehicle rebuilder, a salvage pool dealer, or a salvage dealer.*

- MV-6 application
- MV-6A application if applicable
- Form MV-6B is required when applying for more than two (2) additional tags. The signature on this form must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.
- Photographs of sign and office
- Proof of publicly listed telephone number(s) in Georgia – Cell phones numbers are not acceptable
- Photocopy of proof of a State of GA Tax ID number
- Photocopy of GA Sales Tax Certificate (Form ST2)
- Photocopy of GA Used Motor Vehicle Parts License
- Photocopy of each authorized agent's GA driver's license or GA ID card
- Check or money order for tag fee and mailing fee (if tags are to be mailed)

Motorcycle Dealer

Motorcycle dealer means any person with an established place of business in Georgia engaged in the business of buying, selling or exchanging motorcycles.

- MV-6 application
- MV-6A application if applicable
- Form MV-6B is required when applying for more than two (2) additional tags. The signature on this form must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.
- Photographs of sign and sales room or office
- Proof of publicly listed telephone number(s) in GA – Cell phone numbers are not acceptable
- Photocopy of proof of a State of GA Tax ID number
- Photocopy of GA Sales Tax Certificate (Form ST2)
- Photocopy of each authorized agent's GA driver's license or GA ID card
- Check or money order for tag fee and mailing fee (if tags are to be mailed)

Manufactured Home Dealer Trailer Dealer

Manufactured home dealer means any person with an established place of business in Georgia engaged in the business of buying, selling or exchanging manufactured or mobile homes. **Trailer dealer** means any person with an established place of business in Georgia engaged in the business of buying, selling or exchanging trailers.

- MV-6 application
- MV-6A application if applicable
- Form MV-6B is required when applying for more than two (2) additional tags. The signature on this form must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.
- Photographs of sign and sales room or office
- Proof of publicly listed telephone number(s) in GA – Cell phone numbers are not acceptable
- Photocopy of proof of a State of GA Tax ID number
- Photocopy of GA Sales Tax Certificate (Form ST2)
- Photocopy of GA Fire Marshal’s License (manufactured home dealers only!)
- Photocopy of each authorized agent’s GA driver’s license or GA ID card
- Check or money order for tag fee and mailing fee (if tags are to be mailed)

Motor Vehicle Manufacturer Motorcycle Manufacturer

Motor vehicle manufacturer means any person with an established place of business in Georgia who makes or assembles *new motor vehicles*. **Motorcycle manufacturer** means any person with an established place of business in Georgia who makes or assembles *new motorcycles*.

- MV-6 application
- MV-6A application if applicable
- Form MV-6B is required when applying for more than two (2) additional tags. The signature on this form must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.
- Photographs of sign and office
- Proof of publicly listed telephone number(s) in GA – Cell phone numbers are not acceptable
- Photocopy of proof of a State of GA Tax ID number
- Photocopy of GA Sales Tax Certificate (Form ST2)
- Photocopy of each authorized agent’s GA driver’s license or GA ID card
- Check or money order for tag fee and mailing fee (if tags are to be mailed)

Motor Vehicle Distributor Motorcycle Distributor

Motor vehicle distributor means any person with an established place of business in Georgia under contract with a manufacturer that sells or offers to sell new motor vehicles to new motor vehicle dealers. **Motorcycle distributor** means any person with an established place of business in Georgia under contract with a manufacturer that sells or offers to sell *new motorcycles* to *new motorcycle dealers*.

- MV-6 application
- MV-6A application if applicable
- Form MV-6B is required when applying for more than two (2) additional tags. The signature on this form must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.
- Photographs of sign and office
- Proof of publicly listed telephone number(s) in GA – Cell phone numbers are not acceptable
- Photocopy of proof of a State of GA Tax ID number
- Photocopy of a GA Sales Tax Certificate (Form ST2)
- Photocopy of each authorized agent’s GA driver’s license or GA ID card
- Check or money order for tag fee and mailing fee (if tags are to be mailed)

Transporter

Transporter means any person with an established place of business in Georgia engaged in the business of transporting manufactured homes and house trailers for others and the limited operation of motor vehicles for any of the following purposes:

- o To facilitate the delivery of new or used motor vehicles, trucks, or buses between manufacturers, distributors, dealers, sellers or purchasers or;
- o To move a mobile office, a mobile classroom, a manufactured home or a house trailer or;
- o To drive a motor vehicle that is part of the inventory of a dealer to and from a motor vehicle trade show or exhibition or to, during, and from a parade in which the motor vehicle is used; or,
- o To drive special mobile equipment in any of the following circumstances:
 - a. From the manufacturer of the equipment to a facility of a dealer; or
 - b. From one facility of a dealer to another facility of a dealer.
 - MV-6 application
 - MV-6A application if applicable
 - Form MV-6B is required when requesting more than two (2) additional tags. The signature on this form must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.
 - Proof of publicly listed telephone number(s) in GA – Cell phone numbers are not acceptable
 - Photocopy of GA business license or GA Occupational license
 - Photocopy of proof of a State of GA Tax ID number
 - Federal Employer Identification number (FEIN), when applicable
 - U.S. D.O.T. number, if applicable
 - IFTA decal number, if applicable
 - Photocopy of each authorized agent’s GA driver’s license or Georgia ID card
 - Check or money order for the tag fees and mailing fees if tags are to be mailed

Contact Information		
Department/Agency	Website	Telephone Numbers
Department of Revenue (DOR)		
Applications & Instructions – (DOR/MVD)	www.dor.ga.gov	(404) 968-3880
I.F.T.A. License & Decal Number – (DOR/Taxpayer Accounting Section)	www.dor.ga.gov	(404) 675-6135
Sales Tax ID/Certificate (DOR/Sales & Use Tax Division)	www.dor.ga.gov	1-877-423-6711
Information regarding outstanding tax liabilities or non-filed tax returns - DOR Regional Office	www.dor.ga.gov	(404) 417-4490 (Tax liability questions)
Department of Drivers Services (DDS)		
Drivers License/ID Card	www.dds.ga.gov	(678) 413-8400
Insurance & Safety Fire Commissioner’s Office		
Fire Marshals License	www.gainsurance.org	1-800-656-2298 or (404) 656-2070
Secretary of State’s Office		
Used Car Board License	www.sos.state.ga.us	(478) 207-2440
U.S. Dept. of Transportation – Federal Motor Carrier Safety Administration		
U.S. D.O.T. Numbers – On-line registration is available from the FMCSA website.	U.S. Department of Transportation website: http://www.dot.gov/ Federal Motor Carrier Safety Administration’s (FMCSA) website, http://www.fmcsa.dot.gov/	1-800-832-5660

* The Georgia Department of Revenue is headquartered at 1800 Century Center Blvd., near the intersection of Clairmont Road & I-85. You may find it faster & more convenient to contact one of the eleven (11) Regional Offices for assistance in the areas of Sales, Income, Motor Fuel, Alcohol and Tobacco Taxes & Enforcement, & Coin-Operated Amusement Machine Licenses & Decals. Office hours are 8:00 a.m. -

4:45 p.m., Monday through Friday, excluding [state holidays](#). If you are viewing these instructions on-line, [click here](#) for the address & telephone numbers of the eleven (11) Revenue Regional Offices.

Form MV-6, MV-6A & MV-6B Instructions (Rev 08-2011)
 Georgia Department of Revenue – Motor Vehicle Division

Mailing & Drop-Off Box Information		
Mailing Address ATTN: Dealer Registration DOR/Motor Vehicle Division PO Box 740381 Atlanta, Georgia 30374-0381	Drop-Off Box (Business Hours)* White Mailbox Inside Lobby 1200 Tradeport Boulevard Hapeville, Georgia 30354 *Place applications, check or money order & required documents in envelope. To ensure timely delivery to the applicable office, mark the envelope, 'Dealer Tag Application'.	Drop-Off Box (After Hours)* Metal Box To the right of the main door entrance 1200 Tradeport Boulevard Hapeville, Georgia 30354 *Place applications, check or money order & required documents in envelope. To ensure timely delivery to the applicable office, mark the envelope, 'Dealer Tag Application'.

Schedule of Mailing Fees	
If you want your tags mailed to you, include the applicable fee based on the number of tags for which you applied	
1 Tag	\$ 1.00
2 Tags	\$ 2.00
3 Tags	\$ 2.50
4 – 6 Tags	\$ 5.50
7 - 9 Tags	\$ 6.00
10 - 15 Tags	\$ 6.25
16 - 20 Tags	\$ 6.50
21 - 25 Tags	\$ 6.75
26 - 30 Tags	\$ 7.00