

**Georgia Secretary of State
Professional Licensing Boards Division**

**State Board of Registration of
Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers**

**USED MOTOR VEHICLE DEALER LICENSE
REQUEST FOR NAME CHANGE and/or ADDRESS CHANGE**

Rules regarding the requirement for submitting a request for change of name or address:

681-5-.01 Change in Name of Business. -

Should a currently licensed dealer change the name of the dealership as licensed by the Division, he shall be required to submit a Request for Change of Name form within thirty (30) days of the change of name.

681-5-.02 Change of Location.

- (1) In the event the location of the business is changed, the dealer shall, within thirty (30) days of the relocation, submit a Change of Location request form and submit appropriate photographs as required by Rule 681-3-.02.
- (2) Provided the new location meets the requirements of the Act and the Rules, the Division shall approve the change of location without charge.
- (3) If the new location fails to meet the requirements, the licensee shall be given thirty (30) days to comply with the Act and these Rules. Thereafter, the licensee shall cease to operate as a used car dealer until the requirements have been met.
- (4) Division approval of a change of location cancels the rights of the licensee to do business at the previous location.
- (5) If a licensee's location is vacated for thirty (30) days without application for change of address, a hearing for revocation of the license may be called.

**Licenses are issued in the trade name of the business, if a trade name is listed.

CHANGE OF OWNERSHIP or STATUS BETWEEN INDIVIDUAL, PARTNERSHIP, or CORPORATION requires a NEW APPLICATION and FEE. Download the application from www.sos.ga.gov.

If the business is a CORPORATION, attach a copy of your CERTIFICATE OF NAME CHANGE AMENDMENT from the CORPORATIONS DIVISION.

CHECKLIST for NAME CHANGE:

- Photograph of sign showing new name
- Bond or Bond Rider showing new name
- ORIGINAL** CERTIFICATE OF LIABILITY INSURANCE showing new name
- If CORPORATION, attach CERTIFICATE OF NAME CHANGE AMENDMENT
- Optional – request for traditional replacement card – fee is \$25.00 (non-refundable); a replacement license can be printed online at no cost. If ordering a card, please mail request and payment separately from application.

CHECKLIST for ADDRESS CHANGE:

- Photograph(s) of the current location, including sign and building where records will be kept, and one interior photo of the office area
- Bond or Bond Rider showing new address
- ORIGINAL** CERTIFICATE OF LIABILITY INSURANCE showing new location address
- ZONING APPROVAL FORM completed, signed and notarized
- Optional – request for traditional replacement card – fee is \$25.00 (non-refundable); a replacement license can be printed online at no cost. If ordering a card, please mail request and payment separately from application.

Georgia Secretary of State
Professional Licensing Boards Division

State Board of Registration of
Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers

CHANGE OF NAME and/or ADDRESS FORM

License Number

Name of Business (as it appears on the current license)

Current Location Address (as it appears on current license) – Address, City, State, Zip, County

REQUESTED CHANGE(S):

New Name of Business

New Location Address – Address, Suite #, City, State, Zip, County

Phone #

Contact # for Inspection

Email Address (required) - This is how the Board Staff will communicate with you. Requests for additional information as well as licensing notifications will be sent via email. Please promptly notify the board of any change in your email address. Your email address will not be shared with any third party.

MAILING ADDRESS CHANGE ONLY (NO FEE REQUIRED)

Mailing addresses can be changed online by the licensee; however, you may also submit a mailing address change via this form:

New Mailing Address (street or PO Box), City, State, Zip

SIGNATURE REQUIRED:

Printed Name of Licensee (as it appears on the License)

Signature of Licensee (as it appears on the License)

NOTE: Optional - If you would like to order a new Licensing and Pocket Card (“blue card”) showing the name change, the fee for the blue card is \$25.00 (non-refundable). You can also print a copy of the license from the SOS website at no charge. If ordering blue card, please mail order and payment separately from application.

Georgia Secretary of State
Professional Licensing Boards Division

State Board of Registration of
Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers

ZONING CERTIFICATION

THIS IS TO CERTIFY THAT THE PROPERTY LISTED AS:

DEALERSHIP NAME

OWNER

STREET ADDRESS

CITY, STATE, ZIP CODE

IS CURRENTLY ZONED FOR USE AS A USED MOTOR VEHICLE DEALER, USED MOTOR VEHICLE BROKER, OR USED
MOTOR VEHICLE PARTS DEALER ESTABLISHMENT IN THE COUNTY / CITY OF _____

AND THAT CURRENT ZONING STANDARDS WILL ALLOW A PERMANENT SIGN ON THE PROPERTY THAT APPRISES
CONSUMERS OF THE DEALERSHIP/BROKERAGE.

SIGNATURE OF ZONING COMMISSIONER

PRINTED NAME OF ZONING COMMISSIONER

SWORN TO AND SUBSCRIBED BEFORE ME THIS

_____ DAY OF _____, _____

NOTARY PUBLIC

MY COMMISSION EXPIRES _____

NOTARY SEAL