

**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.

237 Coliseum Dr., Macon, GA 31217 ~ (844) 753-7825 / Fax 866-888-1176

**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 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.

- This Used Motor Vehicle Dealer is not allowed to store inventory or display used motor vehicles for sale at any time.
- This Used Motor Vehicle Dealer will operate an "Open Lot" and may display a maximum of _____ vehicles for sale at any one time.

Signature

Printed Name

SWORN TO AND SUBSCRIBED BEFORE ME THIS

_____ DAY OF _____, 20__

NOTARY PUBLIC

My Commission Expires _____

Georgia requires a legible ink seal for notarized documents.
If an embossed seal is used a foil overlay or shading should be applied to make the seal legible when digitized.

NOTARY SEAL