



Secretary of State
Dealer License
Renewal Application Instructions

**This space for use by
Secretary of State.**

**Vehicle Services Department
Dealer Licensing Section
501 S. Second St., Rm. 069
Springfield, IL 62756
217-782-7817
www.cyberdriveillinois.com**

Enclosed is your renewal application for your Dealer/Re-mitter License. Please read the following instructions for completing the application and make sure all information is provided to ensure the quick return of your license.

To ensure the delivery of your Certificate of Authority and license plates by January 1 of the upcoming year, your application must be received by the Secretary of State's office by November 15. If you have questions before submitting your renewal, please call the Secretary of State's Dealer Licensing Section at 217-782-7817.

All Renewal Applications

1. Your renewal application includes all the information the Secretary of State's office has on file for your license. If any information has changed, please call the Dealer Licensing Section at 217-782-7817.
2. Please answer all the questions, sign the application and **have it notarized**.
3. Enclose a check or money order for the appropriate fees (see Fee Schedule on back). The fee is automatically calculated when using the online Dealer Renewal System at www.cyberdriveillinois.com.
4. All licenses shall require an Illinois resident acting as the dealer's agent or legal representative to be listed on the renewal.

Dealer Applications (DL, DLT, DLM)

1. Include your Designated Agent Bond (if newly licensed in the past 60 months). This **MUST** be the original document – **no copies** please.
2. Include your Certificate of Insurance with the following coverages (not required for trailer dealers):
 - \$100,000 bodily injury/death per person;
 - \$300,000 bodily injury/death per accident;
 - \$50,000 property damage;
 - OR
 - \$350,000 combined single limit coverage.

The expiration date of the Certificate of Insurance **must** be December 31 of the license renewal year, or indicate **continuous until canceled**, and must be issued after August 1 to be a valid certificate. The certificate must have a policy number assigned; a binder is not acceptable.

3. The name and address for your business and any supplemental locations must be listed on the bond and insurance. The name and address(es) must match your application.
4. The number of sales for the previous year must be entered in the proper space. The Secretary of State's office cannot issue plates without a figure for calculation. Cross-reference the figure entered with the Fee Schedule on the back to determine the correct quantity of plates allowed.
5. Check your tax number. The Illinois Department of Revenue no longer mails a card each year. If your number has changed, please contact the Secretary of State's office for further instructions.
6. All licenses shall require an Illinois resident acting as the dealer's agent or legal representative to be listed on the application.

(continued on reverse)

Fee Schedule

Certificate of Authority Franchise Motor Vehicle Dealer	\$1,000
Supplemental Certificate of Authority	\$100
Certificate of Authority Vehicle Dealer	\$1,000
Supplemental Certificate of Authority (for each additional location)	\$50
Certificate of Authority Manufactured Home Dealer	\$1,000
Supplemental Certificate of Authority	\$100
Certificate of Authority Community Based Manufactured Home Dealer	\$500
Supplemental Certificate of Authority	\$50
Certificate of Authority Buy Here Pay Here Used Vehicle Dealer	\$1,000
Supplemental Certificate of Authority	\$50
Master Dealer Plates (one set per dealer)	\$45
Duplicate Dealer Plates (see Schedule A)	\$13
Extra Duplicate Dealer Plates (see Schedule B)	\$151
Extra ID Cards (one free with Certificate of Authority)	\$3
UDL Certificate of Authority	\$50

For dealers with more than one type of license, please contact the Secretary of State for fee calculation or use the on-line Dealer Renewal System at www.cyberdriveillinois.com.

Number of Vehicles sold in previous calendar year	SCHEDULE A	SCHEDULE B
	Maximum number of duplicate plates at \$13 per set	Maximum number of additional plates at \$151 per set
0	0	0
1-10	Master Only	1
11-25	M+1	2
26-100	M+7	8
101-250	M+11	12
251-500	M+19	20
501-750	M+29	30
751-1000	M+39	40
1,001-1,500	M+49	50
1,501-2,000	M+59	60
2,001-2,500	M+69	70
2,501-3,000	M+89	90
3,001-3,500	M+99	100
3,501-4,000	M+109	110
4,001-4,500	M+119	120
4,501-5,000	M+129	130
5,001-5,500	M+139	140
5,501-6,000	M+149	150
6,001-6,500	M+159	160
6,501-7,000	M+169	170
7,001-7,500	M+179	180
7,501-8,000	M+189	190
8,001-8,500	M+199	200
8,501-9,000	M+209	210
9,001-9,500	M+219	220
9,501-10,000	M+229	230
10,001-10,500	M+239	240
10,501-11,000	M+249	250
11,001-11,500	M+259	260
11,501-12,000	M+269	270
12,001-12,500	M+279	280
12,501-13,000	M+289	290

Example: If you sold 50 vehicles in the previous calendar year, you are entitled to one set of Master Dealer plates for \$45, plus a maximum of seven sets of Duplicate Dealer plates for \$13 each. (Schedule A reads M+7.) If you need additional license plates, you may purchase up to eight more sets at \$151 per set (see Schedule B).