

MANUFACTURERS, REMANUFACTURERS, DISMANTLERS, DISTRIBUTORS AND TRANSPORTERS

MODIFICATION		FORMS	ADDITIONAL REQUIREMENTS	FEE
Change of Address (Main or Branch Location)		OL 21	A copy of lease, or proof of property ownership, or rental agreement, BOE Permit (if required), fictitious name statement, location photos, and City/County Business License all of which must indicate the new address, and meet all signage requirements. If adding a retail license form OL 902 is also required.	\$50
Dismantlers are also required to complete an OL 21D and OL 62		OL 21D, OL 62		
Add a Branch Location or Change an Existing Branch Location		OL 21	A copy of lease, or proof of property ownership, or rental agreement, BOE Permit (if required), fictitious name statement, location photos and City/County Business License all of which must indicate the new address, and meet all signage requirements. If adding a retail license form OL 902 is also required.	
Dismantlers are also required to complete an OL 21D and OL 62		OL 21D, OL 62		
Change Business Name (Doing Business As)		OL 21, ADM 9050	Bond Rider (excluding Dismantlers). A new BOE Permit (if required), business License, fictitious name statement, and signage must comply with all regulatory and statutory requirements. ADM 9050 from each named business owner. If adding a retail license form OL 902 is also required.	
Dismantlers are also required to complete an OL 21D and OL 62		OL 21D, OL 62		
Change Category	CATEGORY TYPES ARE PRINTED ON EACH LICENSE ADD REMOVE	OL 21	Must provide a Manufacturer's Letter of Approval and Board/Market Area Franchise Notice.	
		OL 21	At least one category of vehicle must remain	
Close a Main Location		OL 79C	Out-of-Business unless moving main location business activity to an existing branch location	NO FEE
Close a Branch Location		OL 79C	Must be submitted to a local inspection office within 10 days	
Establish or Change your Mailing Address		OL 4000		
US Postal Service mandated firm address change		OL 21	MUST NOT involve relocation to a new address. A copy of the BOE Permit (if required), and City/County Business License that indicate the new address, compliance with all signage requirements and a copy of the Postal Service notice must also accompany the OL 21 form. When applicable, an, OL 124 letter of authorization must also be provided.	
Change Your True Full Name		OL 12, OL 21, OL 29B, ADM 9050	Copy of your Driver License or other official documents that substantiate the legal name change, BOE Permit (if required), and City/County Business Permit.	\$50
Deceased Owner		OL 29B, ADM 9050	Must submit a Court Appointment as executor / administer, a DMV 8016 , a Bond Rider and a certified copy of the death certificate. Once all requirements are satisfied DMV will issue a one year Certificate of Convenience (see VC 11720).	
NOTE: The following modifications are relevant to distributors and manufacturers, but overall completion of the forms and their submission is the responsibility of the associated dealer.				
LINE-MAKE Only	Addition of a line-make to an existing license.	OL 21	Must provide technical specifications and brochure, sample Vehicle Identification Number and list of selling dealers.	NO FEE
	Deletion of a line-make to an existing license.			
	Establish or relocate a satellite warranty facility from same line-make dealer	NO APPLICATION REQUIRED	Board/Market Area Franchise Notice is required if your facility is within 2 miles of a same line-make dealer.	