



DEALER DIGEST

Volume 2

KEY INFO

Update from
Secretary Lawson

License Renewal
Requirements

Licensing of
Each Location

Updating
Your Bond

Title Assistance
Plate Program

New and Updated
Dealer Forms

+ **Change is Coming!**

LICENSE RENEWAL REQUIREMENTS

Update from Secretary Lawson

It's hard to believe summer is coming to a close, but we've had a great few months in the Secretary of State's office and I hope you can say the same.



Our office has invested considerable time and effort in the promotion of our business one-stop, INBiz. We launched in April of this year, and in August we brought two state agencies onboard: the Department of Revenue and the Department of Workforce Development. Filings and registrations for both offices can now take place through our website, and the feedback has been fantastic thus far. Nearly 60,000 businesses have registered with INBiz and new accounts are being added daily. In the near future we will expand to other agencies and offices, which includes the addition of a portal for auto dealers. Check it out at inbiz.in.gov.

Over the past quarter I have spent quite a bit of time on the road, and we often stop by local dealerships for tours and visits. These allow dealers to ask questions in a one-on-one setting, and I appreciate the opportunity to get acquainted with so many folks across the state. Recently we've made stops at Moser Auto in Berne, Toyota of Muncie, and the Harley-Davidson shop in Kokomo, just to name a few.

As always, please reach out to our Auto Dealers Division if we can be of assistance to you.

Sincerely,

Corrie Lawson

You should receive your renewal invoice and application in the mail a few weeks prior to your license expiration date. At this time, your renewal invoice/application is not available online.

Our office has noticed an increase in the number of incomplete renewal applications. Incomplete renewal applications will delay issuance of your renewed license and plate stickers. Please be sure to review the requirements for renewal prior to submitting your application to ensure you have everything you need.

Specifically, be sure the following are submitted to our office:

- Proof of current bond (on the most recent version of SF 53966)
- Proof of current insurance
- License fee
- Signed application/invoice with all requested fields completed.

If you are a manufacturer or distributor and wish to renew the certifications for your representatives, be sure to indicate this and include the certification fee.

If you have any questions about what is required to renew your license, you may contact us at (317) 234-7190 or Dealers@sos.in.gov.

If any of your business information has changed since your last renewal, such as your dealership name, address, or ownership, you must also submit the required form(s) and supporting document(s) to our office. These forms, and instructions for their completion, may be found on our website at www.in.gov/sos/dealer/2383



Licensing of Each Location

The Division requires a separate license for each established place of business. This includes dealerships that have common ownership, regardless of how close the individual dealerships are in proximity to each other. This also includes dealerships with common ownership that are located at the same physical address but have different suite numbers.

Updating Your Bond

If your bond expires or is canceled, you must submit an updated bond to our office. The new bond should be submitted promptly – do not wait until your renewal date to submit your new bond. It is important that bond records be up-to-date as the Division may see cause to take enforcement action if the Division’s records show that your bond has lapsed and a new bond has not been submitted. Providing your new bond promptly is a significant help in avoiding any unnecessary confusion for the Division or inconvenience for you. Also, make sure the bond form is completely filled out and all necessary signatures are present.

Title Assistance Plate Program

If you are unable to deliver title to a consumer within thirty-one (31) days, and the consumer’s interim license plate is near expiration, you may refer the consumer to our office at Dealers@sos.in.gov. Through our Title Assistance Plate Program, formerly known as Victim Assistance Plate Program, our office may be able to issue the consumer a new interim license plate while you continue to work on delivering their title. Our office does require the consumer to file a complaint as part of the request and they must show proof of current insurance. Our office will investigate the matter so be sure to maintain documentation demonstrating your efforts to timely deliver title. If there are extenuating circumstances, our office may take those into consideration but there must be supporting documentation.

New and Updated Dealer Forms

The Division has updated the following form:

- SF 46633 – Dealer Title Affidavit
Formerly known as the “21-Day Affidavit,” this form is to be used when a dealer is unable to deliver title to the customer at the time of sale.

The Division has added the following new forms:

- SF 56078 – Application for Indiana Dealer Special Event Permit
This form is for dealers validly licensed in Indiana that wish to hold an auction of classic, collector, or antique cars.
- SF 56079 – Application for Out-of-State Dealer Special Event Permit
This form is for dealers validly licensed in states other than Indiana that wish to hold an auction in Indiana of classic, collector, or antique cars.
- SF 56706 – Acquisition or Sale of a Salvage Vehicle
This form was developed for automotive salvage recyclers for use in complying with the recordkeeping requirements in Ind. Code 9-22-3-19 and 75 IAC 3.
Use of this form is not required, as long as you record and maintain the required information in a manner that is readily accessible and available to our office upon demand.
- SF 56077 – Acquisition or Sale of a Major Component Part
This form was developed for automotive salvage recyclers for use in complying with the recordkeeping requirements in Ind. Code 9-22-3-19 and 75 IAC 3.
Use of this form is not required, as long as you record and maintain the required information in a manner that is readily accessible and available to our office upon demand.

All of our forms can be found on our website at www.in.gov/sos/dealer/2383.htm

CHANGE IS COMING!

The Division has been actively working on the dealer licensing system replacement project. The new web-based system will offer more online services and greater tracking capabilities; in short, more real-time activities than are currently available.

The changes will take place in two phases.

The first phase, taking place in the first quarter of 2017, will update the Plates on Demand capabilities and allow dealers that use Plates on Demand the ability to assign the appropriate online role to their users. It will also allow them to track which user issued an interim license plate.

The second phase, taking place in the second quarter of 2017, will offer online services for applications, renewals, permits, certifications, the ability to amend your license, and pay fees online.

In order to prepare users for the change, the Division plans to offer training in the form of a webinar, as well as an onsite computer lab in Indianapolis prior to the end of the 2016. The training will likely take place at the beginning of November, and will focus on updates to Plates on Demand and the assignment of user roles. Please watch for more information regarding the dates and times for the webinar and hands-on training opportunities.





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Contact us!

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