



Powersport Vehicle Dealer License Helpful Hints

Helpful hints for dealers who already have a motor vehicle dealers license and wish to add the new powersport vehicle dealers license.

Application DR 2109

- Must be filled out by everyone applying for a powersport vehicle dealers license.
- In the first box, check the Original Application Box. Do NOT check the Change of Entity Box or enter your current motor vehicle dealer's license number there.
- Check the Franchised Powersport Vehicle Dealer Box 2604 if you are a franchised powersports dealer. If you check Box 2604, there is no need to check the Used Powersports Vehicle Dealer Box 2606, which should only be checked by non-franchised powersport vehicle dealers.
- The applicant is the owner of your dealership: an individual, a partnership, a corporation, an LLC or an LLP.
- Make sure your applicant business name and your trade name (DBA) match the names on your current motor vehicle dealers license. In fact, whenever possible, make sure all information provided on this application matches the information on your current motor vehicle dealers license.
- List your franchised manufacturers and provide a copy of their dealer authorization letter/form.
- Use line 13 to list your current motor vehicle dealers license number.
- Remember to sign the application. Provide two copies to the state and keep one for your files.



Powersport Vehicle Dealer License Helpful Hints

Addendum DR 2109-B

- List the sole proprietor, partners or an officer of the corporation, LLC or LLP that is the owner of the applicant.

Franchise Agreement

- It is the dealer's responsibility to make sure that each manufacturer you represent has been licensed by the State of Colorado.
- Provide a complete copy of your franchised dealer agreement, or better yet, provide a letter from the OEM authorizing you as a dealer.

Bond

- It makes the most sense to ask your bond company for a rider on all existing bonds, adding in the powersports dealer or salesperson language, as needed. Samples of the types of bonds that will be required by the state for new bonds or renewals are available to be downloaded on pdaco.org and can also provide your current bond company with the required language for the rider
- If you don't already have dealer and salesperson bonds at the new \$50,000 (dealer) and \$15,000 (salesperson) levels that are now required for motor vehicle and powersports vehicle dealers, the rider you receive from the bond company should increase your bonds to these levels now.

License Fee

- Make your \$325 check payable to the Department of Revenue.

Affidavit DR 4679

- Only required for individuals or partnerships. Corporations, LLCs and LLPs are not required to fill out the affidavit.



Powersport Vehicle Dealer License Helpful Hints

Copy of Identification

- Attach a copy of verifiable ID for the sole proprietor or partners. Corporations, LLCs and LLPs are not required to provide verifiable ID.

Salespeople

- Simply copy the motor vehicle salespersons' licenses you have for your current staff.
- As a reminder, you'll need bond riders for each salesperson, as well as a rider for your dealer bond.

Be sure to provide the state with a readable and completely filled out set of application forms and supporting documents. Provide two copies of all application forms and supporting documents, remembering to keep copies for your files.

Mail the complete application package to:

Colorado Department of Revenue
Auto Industry Division
Denver, CO 80261-0016

No street address is necessary as the Department of Revenue has their own zip code.

For questions or inquiries, contact Jerry Abboud, PDAC Executive Director at 303.421.6255 or Bud Heinrich, Licensing Supervisor for the Department of Revenue, Auto Industry Division at 303.205.5729.