

# MANUFACTURERS, REMANUFACTURERS, DISMANTLERS, DISTRIBUTORS AND TRANSPORTERS

MODIFICATION		FORMS	ADDITIONAL REQUIREMENTS	FEE
Change of Address (Main or Branch Location)		<a href="#">OL 21</a>	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 <a href="#">OL 902</a> is also required.	\$50
Dismantlers are also required to complete an OL 21D and OL 62		<a href="#">OL 21D, OL 62</a>		
Add a Branch Location or Change an Existing Branch Location		<a href="#">OL 21</a>	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 <a href="#">OL 902</a> is also required.	
Dismantlers are also required to complete an OL 21D and OL 62		<a href="#">OL 21D, OL 62</a>		
Change Business Name (Doing Business As)		<a href="#">OL 21, ADM 9050</a>	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 <a href="#">OL 902</a> is also required.	
Dismantlers are also required to complete an OL 21D and OL 62		<a href="#">OL 21D, OL 62</a>		
Change Category	CATEGORY TYPES ARE PRINTED ON EACH LICENSE	<a href="#">OL 21</a>	Must provide a Manufacturer's Letter of Approval and Board/Market Area Franchise Notice.	
	REMOVE	<a href="#">OL 21</a>	At least one category of vehicle must remain	
Close a Main Location		<a href="#">OL 79C</a>	Out-of-Business <b>unless</b> moving main location business activity to an existing branch location	NO FEE
Close a Branch Location		<a href="#">OL 79C</a>	Must be submitted to a local inspection office within 10 days	
Establish or Change your Mailing Address		<a href="#">OL 4000</a>		
US Postal Service mandated firm address change		<a href="#">OL 21</a>	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 <a href="#">OL 21</a> form. When applicable, an, <a href="#">OL 124</a> letter of authorization must also be provided.	
Change Your True Full Name		<a href="#">OL 12, OL 21, OL 29B, ADM 9050</a>	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		<a href="#">OL 29B, ADM 9050</a>	Must submit a Court Appointment as executor / administer, a <a href="#">DMV 8016</a> , 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 <a href="#">11720</a> ).	
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.	<a href="#">OL 21</a>	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.	