

NEBRASKA MOTOR VEHICLE INDUSTRY LICENSING BOARD

INSTRUCTIONS FOR DEALER LICENSE APPLICATION

All licenses are for calendar year only and expire December 31st of the year they are issued.

The license fee is collected electronically at the time the online application is submitted.

1. ***NEW* AS OF 01/01/2026 DEALER EDUCATION:** Every non-franchise dealer (trailer-only dealers are exempt) applying for a new dealer license is required to submit in their application certificates of completion totaling eight (8) Hours of education dated within the previous twelve (12) months. For education courses currently approved by the Motor Vehicle industry Licensing Board, contact the Nebraska Independent Auto Dealers Association (NEIADA): Web: www.nedealertraining.com Phone: 402-474-3810 or the Automobile Dealer Training Association: Web: <http://nebraskadealers.com/> Phone: 402-621-5700
2. **FELON INTERVIEW:** If you were found guilty of any felony that you have not been pardoned or any misdemeanor concerning fraud or conversion, or have suffered any judgment in any civil action involving fraud, misrepresentation, or conversion OR you have pending felony charges then you will need to submit a background report as well as schedule an interview with one of the Board's investigators to determine whether a license may be issued.

FACILITY REQUIREMENTS

3. **DEALERSHIP NAME:** Must reflect the nature of your business, i.e., "Jones Car Sales." The Dealership name cannot use the terms "discount," "wholesale," "for less," etc. Any questions about your dealership name, please contact this office.
4. **PHOTOGRAPH OF SIGN/BUSINESS:** A photograph of the place of business and dealership sign must be submitted with the application. The name of the dealership must be in letters at least eight inches (8") in height on the sign and must match the dealership name that is on the application. The sign must be permanent in nature and visible from the main avenue of traffic.
5. **TELEPHONE:** The dealership must have a working landline telephone, and the telephone number **must be listed with Directory Assistance in the exact dealership name.**
6. **BUSINESS HOURS:** The dealership must be open 40 hours per week with at least 20 of those hours during regular business hours (8a.m. to 5p.m.). The Dealership must have posted business hours.

DOCUMENTS

7. **LOCATION/ZONING:** Dealership location must conform to applicable zoning laws. A copy of the zoning permit with the dealership name and address or a letter from the zoning authority confirming that auto/trailer sales is a permitted use at the dealership physical address **MUST** accompany your application. The property must have one contiguous area to display ten or more motor vehicles, motorcycles or trailers.
8. **LEASE AGREEMENT:** If you do not own the proposed dealership location, a signed copy of the lease agreement must accompany the application. The lease cannot end before December 31st of the current year and should be in your exact dealer name and address.
9. **SERVICE FACILITY or AGREEMENT:** The Dealership must have their own service facilities to handle service and repairs or complete the Service Agreement with a second party that is within the dealership's county.

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10. **AUTOMOBILE LIABILITY INSURANCE:** Certificate of Liability Insurance from an insurance carrier authorized to do business in Nebraska must accompany the application. Trailer Only Dealers are exempt from Automobile Liability Insurance. See sample certificate for reference.
11. **WORKERS' COMPENSATION INSURANCE:** The dealership must either elect or elect not to be covered under the Nebraska Workers' Compensation Act (see Workers' Compensation Waiver form for Details). If the dealership elects to be covered, a proper Certificate of Workers' Compensation Insurance must accompany the application. The Certificate must contain: (1) Exact dealership name and physical address. (2) Coverage Dates. (3) Policy Number (4) The Motor Vehicle Industry Licensing Board listed as the Certificate Holder including the Board's address.
 - a. If the dealership is exempt from providing worker's compensation coverage then they must complete the workers compensation waiver found [here](#).
12. **CORPORATE SURETY BOND:** A \$50,000 bond (on the form approved by the Nebraska Attorney General) signed by a Nebraska registered agent, must accompany the application. The bond must be written to reflect the ownership of the dealership, i.e., owner, partnership, corporation, or LLC. If the dealership is a corporation or LLC, the LLC or corporate name must be filed with the Nebraska Secretary of State-Business Services.
13. **FRANCHISED DEALERS:** If you have a franchise agreement or contract with a manufacturer or distributor, a copy of such franchise agreement or contract must be in the exact dealership's name and physical address and should accompany the application.