



Dealer Plates

Motor Vehicles Division

3-18-2025



Revision History

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Functional Area Name: Motor Vehicles	Division Name: Special Plates
Last Review Date: 3/14/2025	Last Reviewer: Tiffany Doane, Motor Vehicle Manager
Next Review Date: 3/14/2026	Next Reviewer: Motor Vehicle Manager
Executive Approval Date: 3/18/2025	Approved By: Caitlin Owen, Chief Development & Support Officer

Overview

This standard operating procedure (SOP) covers various processes related to dealers and dealer plates for motor vehicle and boat and motor dealers.

Purpose

This SOP provides step-by-step procedures for the designated dealer plates MV Lead or MV Processing Specialists to follow when processing dealer transactions.

Policy Statement

These procedures apply to anyone working dealer/dealer plates transaction at Service Oklahoma

Compliance

OAC 670:20:3 – Boats and Motors - Dealers
OAC 670:20:17 – Motor Vehicles – Dealers

LO Manual Page 282 - 291

Systems

System	Function
OneLink	Platform for storing customer information and processing Motor Vehicles transactions
Laserfiche	Image storage database where customer-submitted documents are stored – accessible through OneLink

Roles



Role	Responsibilities
Title Consultant (TC)	May take dealer transaction paperwork at the Service Oklahoma storefront but should forward all transactions back to Building 16.
MV Lead	One MV Lead is designated as the specialist/expert and regular processor of dealer transactions.
MV Processing Specialists	Certain MV Processing Specialists may assist MV Lead with dealer transaction when necessary.
Central Processing Division (CPD)	Receives, sorts, and scans incoming customer mail to forward to titling department. Sends all outgoing mail, including printing and mailing titles.



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Dealer Licensing Section Information

For more information on dealers and dealer plates, see LO Manual Page 282 - 291

Licensing Office	Phone	Dealer Types
Used Motor Vehicle & Parts Commission 2401 N.W. 23, #57 Oklahoma City, OK 73107	405-521- 3600	- Used Motor Vehicle Dealers - Automotive Dismantler (salvage) Dealers - Manufactured Home Dealers
Oklahoma Motor Vehicle Commission 4334 N.W. Expressway, #18 Oklahoma City, OK 73116	405-607- 8227	- New Motor Vehicle Dealers - New Travel Trailer Dealers - New Motorcycle Dealers - New Motor Home Dealers - Powersports Dealers
Service Oklahoma Motor Vehicle Division Accounting Section Oklahoma City, OK. 73194	405-521- 3669	- Used Travel Trailer Dealers - New and Used Commercial Trailer Dealers - New and Used Boat/Outboard Motor Dealers



Procedures

Background

Dealer plates transactions are typically processed in Building 16 by a Motor Vehicles Processing Lead with specific expertise in dealer plates, though other experienced Processing Specialists may assist at times. Dealer plates transactions can reach Building 16 either through Mail, OkCars, or paper documents forwarded back from the Storefront.

SOK Storefront Title Consultants do not have permission in OneLink to process dealer plates transactions. If a customer comes in looking to have work done related to a dealer account, the Title Consultant may take their documents, verify all required paperwork is present, and place the bundle in a designated tray to be taken over to Building 16 and processed there. The Title Consultant should process an incomplete payment on the customer's account for the estimate amount owed. Building 16 will have the first plate in the series for New Dealers, Powersports, Auto MFG's, and Trailers on hand.

The existence of an applicable current Oklahoma dealer license must be verified before processing any transaction involving an Oklahoma dealer (see [Appendix](#)).

Process #1: Registering a New Dealer

Background:

Registering a dealer is the first step in working with a vehicle dealer. This is necessary before approving a new dealer, issuing their first plates and decals, or any other process in this SOP.

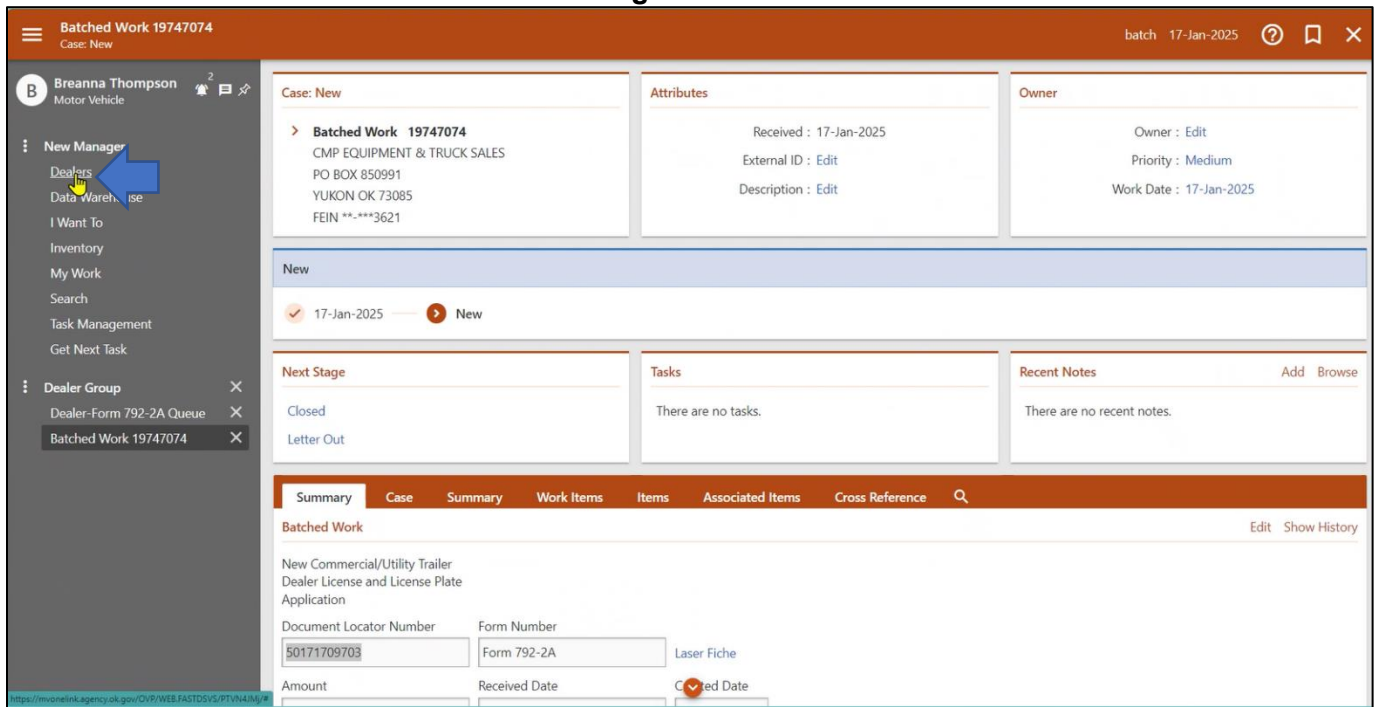
Before continuing, make sure the dealer has submitted all required paperwork (see [Reference](#) section for applicable forms).

This example follows a dealer registered based on documents mailed-in and forward to OneLink queues.

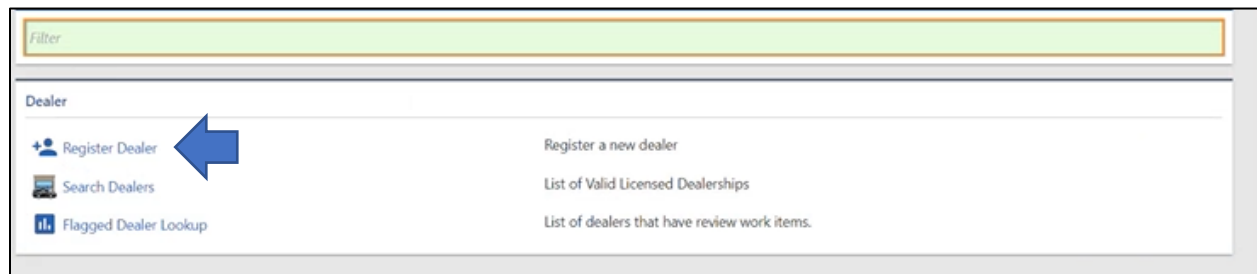
Process Step-by-Step:

1. Start in the **Task Management** tab and select the relevant queue to work (Dealer Queue 035). Find a **Batched Work** bundle for a new dealer.

2. Go to the **Dealers** tab and select **Register Dealer**



The screenshot shows the 'Batched Work' page for case 19747074. The left sidebar contains a 'New Manager' section with a 'Dealers' tab highlighted by a blue arrow. The main content area displays case details, attributes, and a 'Next Stage' section. The 'Next Stage' section shows 'Closed' and 'Letter Out' options. The 'Summary' tab is selected, showing details for 'New Commercial/Utility Trailer Dealer License and License Plate Application'.



The screenshot shows the 'Dealers' tab with a 'Filter' input field at the top. Below the filter, there are three options: 'Register Dealer', 'Search Dealers', and 'Flagged Dealer Lookup'. A blue arrow points to the 'Register Dealer' button. The descriptions for each option are: 'Register a new dealer', 'List of Valid Licensed Dealerships', and 'List of dealers that have review work items.'

3. Enter the Customer ID, FEIN or SSN number provided on forms ([see Appendix](#)). Use the **ID Type** field to toggle between the three. A **Received Date** will auto populate with the current date. Check the box **For Next Year** if applicable (working near the end of a calendar year. Click **Next**.

Customer/Account	
Customer Id	Customer Id
ID Type	Fed Employer Id
FEIN	**-***3621
Certificate Year	<input type="checkbox"/> For Next Year
2025	
Received Date	
21-Jan-2025	

4. Fill out the next Customer/Account page with **Dealer Category**, **Dealer Type**, **Dealer Number**, **Business Name**, **Address**, and **Renewal Notice** preference based on information provided on forms. Click **Next**.

Note: Dealer number will be the plate # of the next dealer plate ready to be assigned. Applying dealer should have left this field blank on their application form.

Dealer Category	Dealer Type	Dealer Number
New Trailer Dealer	New Commercial Trailer Deale	C90167
Business Name	<input checked="" type="checkbox"/> DBA Shares Business Name	
CM EQUIPMENT & TRUCK SALES		
Physical Address	Validated	
16915 W HEFNER RD EL RENO OK 73036-9036		
<input type="checkbox"/> Mailing Address Same As Physical		
Mailing Address	Validated	
PO BOX 850991 YUKON OK 73085-0991		
Renewal Notice		
How would you like to receive your renewal notice?		
Email	Mail	

5. Fill out business contact and owner information. Click **Next** when complete.

Business Information

Contact Name: JON HOPPIS Phone Number: 405-225-1540 Extension:

Owner Information

Owner Type: Individual Primary

First Name: JON Middle Name: Last Name: HOPPIS Suffix:

+ Add a Record

6. New dealers require a **Manufacturer Agreement** to be registered. Click “**Add Agreement**” and fill in agreement information from documents provided. Click **Next** when complete.

Manufacturer

New Agreements

Make: DOUBLE A Manufacturer: DOUBLE A TRAILERS Commence: 21-Jan-2025 Cease:

Add Agreement

7. Fill out new plate generation information. **First Plate in Series** will auto-populate, then input the **Plate Type** and **Quantity** the dealer has requested. The *first* plate in a series should be on-hand at MV to be sent out immediately, but any additional requested plates in the series will need to be ordered from the tag plant. Click **Next** when complete.

Dealer Number : C90167

New Plate Generation

License Plate Type: New Commercial Trailer Dealer

First Plate in Series: 90167C001 Quantity: 2

+ Add a Record

8. Verify that all requested plates are available. Click **Next** once verified.

Plates

Order Plates

	Plate Number	License Plate Type	Mail Plate	Expire Date	Inventory Status
X	90167C001	New Commercial Trailer Deale	<input checked="" type="checkbox"/>	31-Dec-2025	Available
X	90167C002	New Commercial Trailer Deale	<input checked="" type="checkbox"/>	31-Dec-2025	Available
			<input type="checkbox"/>		

2 Rows

9. Verify fee total is accurate. Override fees when necessary by clicking “**Override Fees.**”
Once fees are accurate, click **Next.**

Fees

Dealer Plate Fee	32.00
State Public Safety Fund Fee	10.00
Mail Fee	12.30
	54.30

Override Fees

10. Next, you will be shown a screen with an overview of customer information. Verify all this is accurate and click **Submit**.

Year : 2025

Fees : \$54.30

FEIN : **-***3621

Dealer License : C90167 - New Commercial Trailer Dealer

Business Name : CM EQUIPMENT & TRUCK SALES

DBA Name : CM EQUIPMENT & TRUCK SALES

Physical Address : 16915 W HEFNER RD EL RENO OK 73036-9036

Mailing Address : PO BOX 850991 YUKON OK 73085-0991


Order Plates : 90167C001, 90167C002

Approval : Needed

[< Previous](#)
[Submit](#)

11. If your dealer needs approval, the screen will display a flag and an open task called **Dealer Approval**. Click this to approve., then click **Complete** and **Confirm** on the next

Dealer

 Dealer not approved

CM EQUIPMENT & TRUCK SALES **-***3621

> **Dealer**

16915 W HEFNER RD
EL RENO OK 73036-9036
C90167

Open Tasks [View All](#)

[Dealer Approval](#)

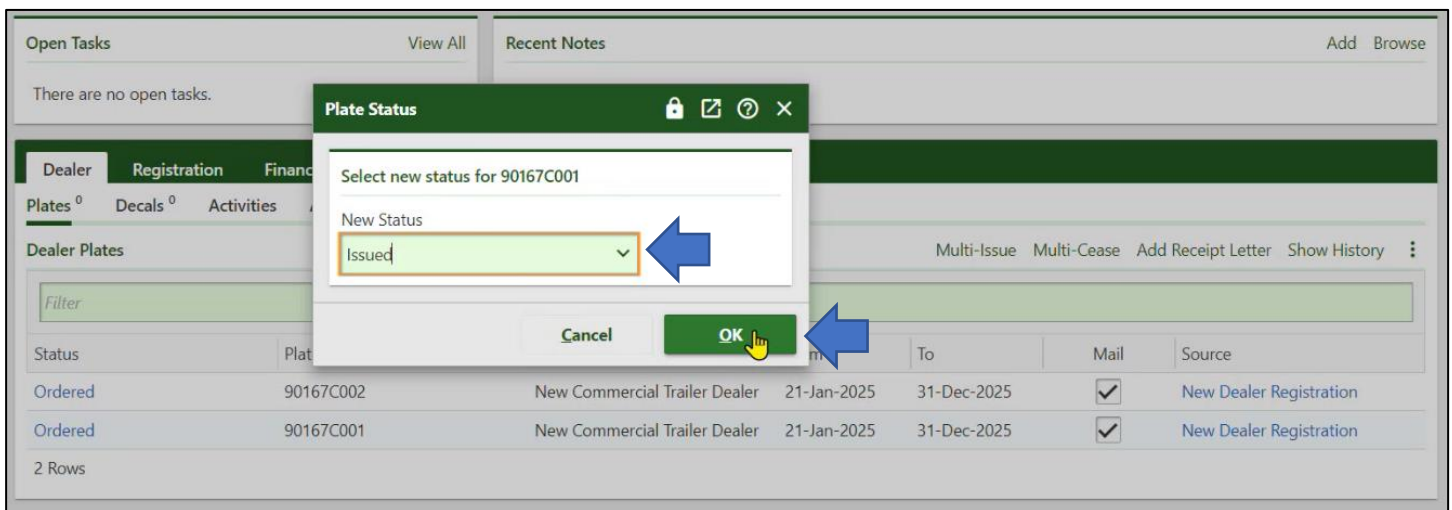
two screens. If approval is not required, skip these steps. Once the dealer is approved, return to the dealer account page

Note: The [Used Motor Vehicle Commission](#) handles Wholesale Dealer Licenses and Used Dealer Licenses. To know if a dealer is approved, go to their website and search the dealer number.

The [Motor Vehicle Commission](#) handles New Dealer Licenses, New Motor Home Licenses, Manufactured Home Licenses, New Trailer Licenses, and Powersport Licenses.

SOK issues Used Travel Trailer Licenses, Used Commercial Trailer Licenses, New Commercial Trailer Licenses, and Transporter Tags (K Tags). SOK does ALL plates, and all dealer types must send their money to SOK.

12. Whether in-stock or coming from the plant, update plate status on the dealer account page to **“Issued”** by clicking **“Ordered”** under **“Status”** and toggling to **“Issued”**



The screenshot shows the 'Dealer Account' page with a 'Plate Status' dialog box open. The dialog box has a title bar with a lock icon, a share icon, a help icon, and a close icon. Inside the dialog, it says 'Select new status for 90167C001'. Below this is a 'New Status' dropdown menu with 'Issued' selected. A blue arrow points to the 'Issued' option. At the bottom of the dialog are 'Cancel' and 'OK' buttons. A blue arrow points to the 'OK' button. The background shows a table with columns for Status, Plate, Dealer, Date, To, Mail, and Source. The table has two rows, both with 'Ordered' status and 'New Dealer Registration' source.

Status	Plate	Dealer	Date	To	Mail	Source
Ordered	90167C002	New Commercial Trailer Dealer	21-Jan-2025	31-Dec-2025	✓	New Dealer Registration
Ordered	90167C001	New Commercial Trailer Dealer	21-Jan-2025	31-Dec-2025	✓	New Dealer Registration

13. For each plate issued, assign a decal to it. Go to the **Decals** tab in the account homepage and fill out the **First Decal in Series** field with the next decal sticker available at the top of the stack in stock. Click **“Save”** when complete.
14. Receipt the process
15. From interaction homepage, select “Quick Print” and print the required number of temporary tags.
Note: Print all temp tags for used and wholesale dealers, all except first for new vehicle, powersports, and manufactured home dealers, and none for trailers – no test drives, so only one plate needed. Also print registration sheet.
16. Return to the batched work homepage and press **Closed** to close out transaction.

Get Next task

Dealer Group X

Dealer-Form 792-2A Queue X

Next Stage

Closed

Invoice

Certificate Year: 2025

Decal Type: Registration

First Decal in Series: 25R950197

Quantity: 1

Bulk Generate

Next Year

☐ Charge Replacement Fees

New Decals

	Number	Type	Expire Date	Status
<input type="checkbox"/>	25R950197	Registration	31-Dec-2025	

Save

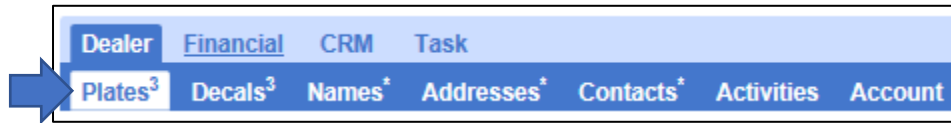
Process #2: Issuing Dealer Plates on Order

Background:

This process occurs once plates that have been ordered from the tag plant are delivered to SOK and ready to be issued to a Dealer.

Process Step-by-Step:

1. From the **Dealership Account**, select the **Plates** tab.



2. Select the **Multi-Issue** button.

The screenshot shows the 'Dealer Plates' table. Above the table are buttons: Multi-Issue, Multi-Cease, Add Receipt Letter, and Show History. A blue arrow points to the Multi-Issue button.

Status	Plate Id	Plate Type	From	To	Mail	Source
Ordered	4575UD013	Used Motor Vehicle Dealer	15-Dec-2017	31-Dec-2018	<input checked="" type="checkbox"/>	Dealer Plate Order
Ordered	4575UD012	Used Motor Vehicle Dealer	15-Dec-2017	31-Dec-2018	<input checked="" type="checkbox"/>	Dealer Plate Order
Ordered	4575UD011	Used Motor Vehicle Dealer	15-Dec-2017	31-Dec-2018	<input checked="" type="checkbox"/>	Dealer Plate Order
Issued	4575UD006	Used Motor Vehicle Dealer	15-Dec-2017	31-Dec-2018	<input type="checkbox"/>	Dealer Renewal
Issued	4575UD005	Used Motor Vehicle Dealer	15-Dec-2017	31-Dec-2018	<input type="checkbox"/>	Dealer Renewal
Issued	4575UD004	Used Motor Vehicle Dealer	15-Dec-2017	31-Dec-2018	<input type="checkbox"/>	Dealer Renewal

6 Rows

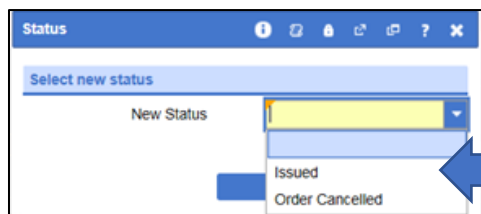
3. Check the box next to plates that need to be issued and click **Change Selected**.

The screenshot shows the 'Ordered Plates' table. Above the table are buttons: Change Selected, Select All, Deselect All, and Reset. A blue arrow points to the Change Selected button. Another blue arrow points to the 'Select' checkbox in the first row.

Select	Status	Plate Id	Plate Type	From	To	Mail	Source
<input checked="" type="checkbox"/>	Ordered	4575UD013	Used Motor Vehicle Dealer	15-Dec-2017	31-Dec-2018	<input checked="" type="checkbox"/>	Dealer Plate Order
<input checked="" type="checkbox"/>	Ordered	4575UD012	Used Motor Vehicle Dealer	15-Dec-2017	31-Dec-2018	<input checked="" type="checkbox"/>	Dealer Plate Order
<input checked="" type="checkbox"/>	Ordered	4575UD011	Used Motor Vehicle Dealer	15-Dec-2017	31-Dec-2018	<input checked="" type="checkbox"/>	Dealer Plate Order

3 Rows

4. Select the inventory status.



Process #3: Issuing Decals for Dealer Plates

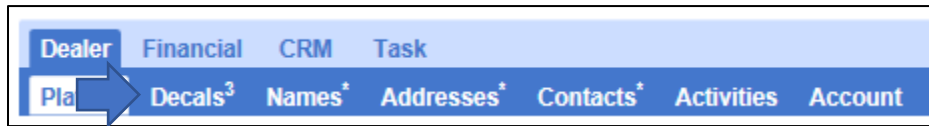
Background:

Once plates have been issued to a dealer, decals must be issued and assigned to each plate.

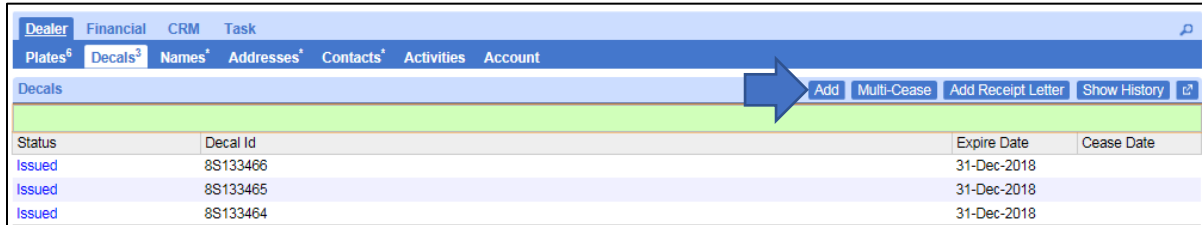
Process Step-by-Step:

This process occurs once plates that have been ordered from the tag plant are delivered to SOK and ready to be issued to a Dealer.

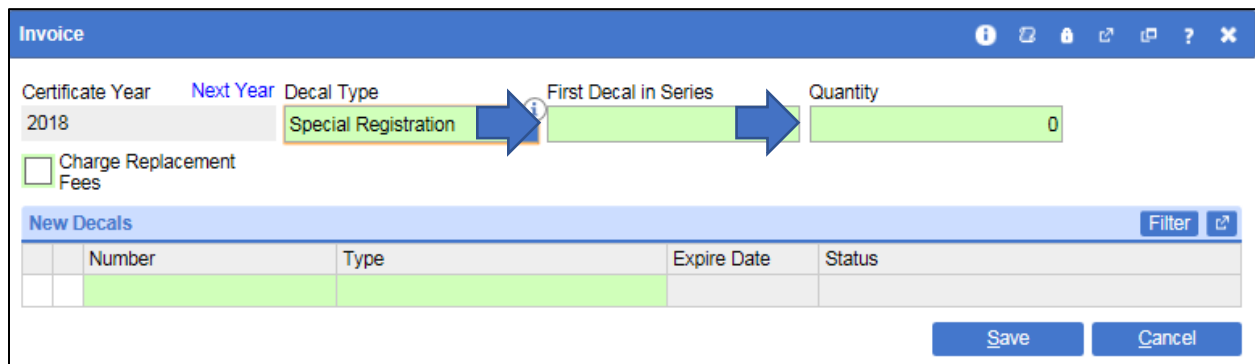
1. From the **Dealership Account**, select the **Decals** subtab.



2. Select the **Add** button.



3. Enter the **First Decal in Series** and enter the **Quantity**.



Invoice

Certificate Year: 2018 | Next Year: | Decal Type: Special Registration | First Decal in Series: | Quantity: 0

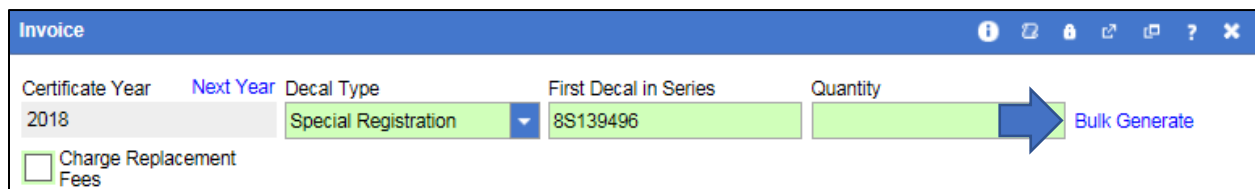
☐ Charge Replacement Fees

New Decals

Number	Type	Expire Date	Status

Save Cancel

4. Select the **Bulk Generate** hyperlink.

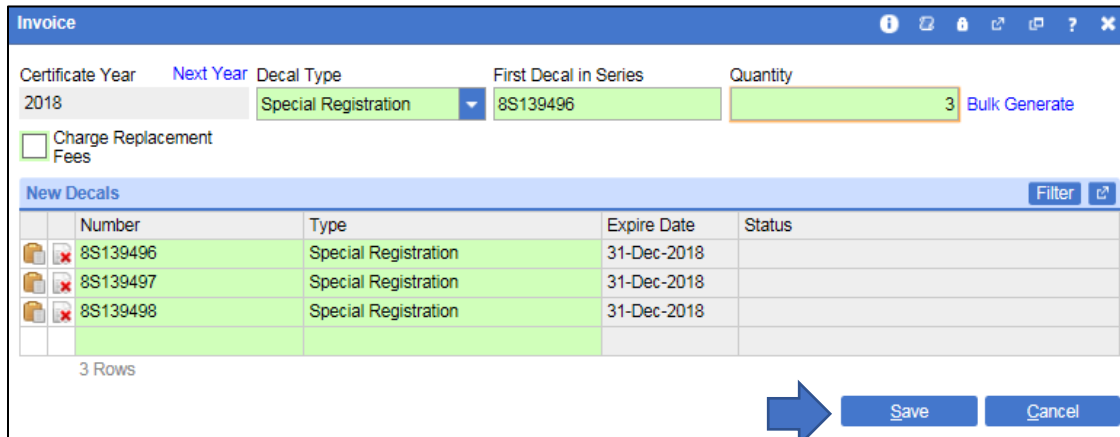


Invoice

Certificate Year: 2018 | Next Year: | Decal Type: Special Registration | First Decal in Series: 8S139496 | Quantity: | Bulk Generate

☐ Charge Replacement Fees

5. Click **Save**.



Invoice

Certificate Year: 2018 | Next Year: | Decal Type: Special Registration | First Decal in Series: 8S139496 | Quantity: 3 | Bulk Generate

☐ Charge Replacement Fees

New Decals				
	Number	Type	Expire Date	Status
	8S139496	Special Registration	31-Dec-2018	
	8S139497	Special Registration	31-Dec-2018	
	8S139498	Special Registration	31-Dec-2018	

3 Rows

Save **Cancel**

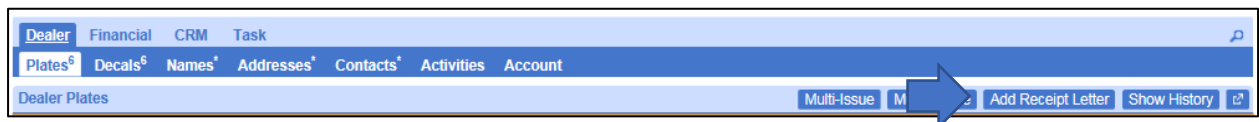
Process #4: Add a Receipt Letter after Issuing Plates and Decals

Background:

After issuing plates and decals that came in on order, a receipt letter should be printed and mailed out with the inventory.

Process Step-by-Step:

1. From the **Dealer Account**, select the **Add Receipt Letter** button either from the **Plates** or **Decals** subtab.

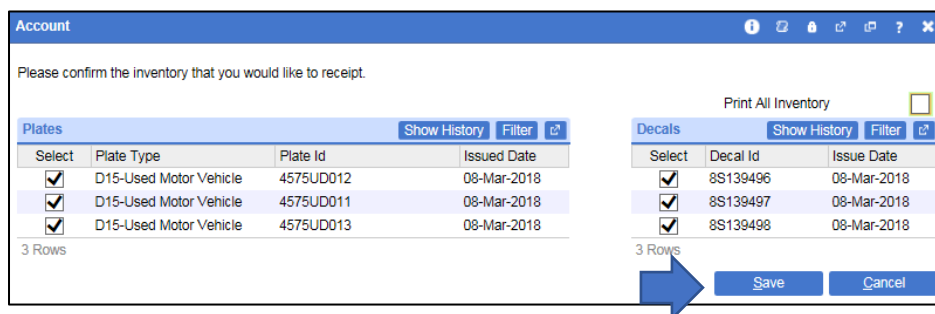


Dealer Account | Financial | CRM | Task

Plates⁶ | Decals⁶ | Names⁶ | Addresses⁶ | Contacts⁶ | Activities | Account

Dealer Plates | Multi-Issue | **Add Receipt Letter** | Show History

2. The pop-up box should show all the **Plates** and **Decals** that were recently issued. If no inventory shows, select the **Print All Inventory** checkbox. Click **Save**.



Account

Please confirm the inventory that you would like to receipt.

Plates | Show History | Filter

Select	Plate Type	Plate Id	Issued Date
<input checked="" type="checkbox"/>	D15-Used Motor Vehicle	4575UD012	08-Mar-2018
<input checked="" type="checkbox"/>	D15-Used Motor Vehicle	4575UD011	08-Mar-2018
<input checked="" type="checkbox"/>	D15-Used Motor Vehicle	4575UD013	08-Mar-2018

3 Rows

☐ Print All Inventory

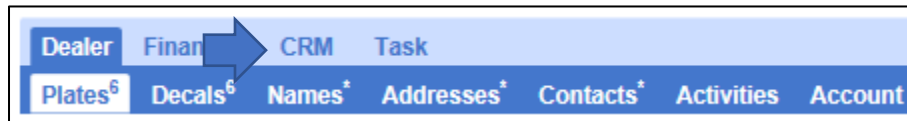
Decals | Show History | Filter

Select	Decal Id	Issue Date
<input checked="" type="checkbox"/>	8S139496	08-Mar-2018
<input checked="" type="checkbox"/>	8S139497	08-Mar-2018
<input checked="" type="checkbox"/>	8S139498	08-Mar-2018

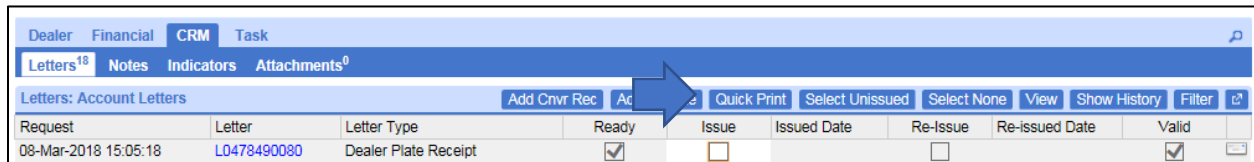
3 Rows

Save **Cancel**

3. Select the **CRM** tab.



4. Select the **Quick Print** button.



5. After plates and decals have been issued a receipts have been printed, materials can be mailed to the customer.

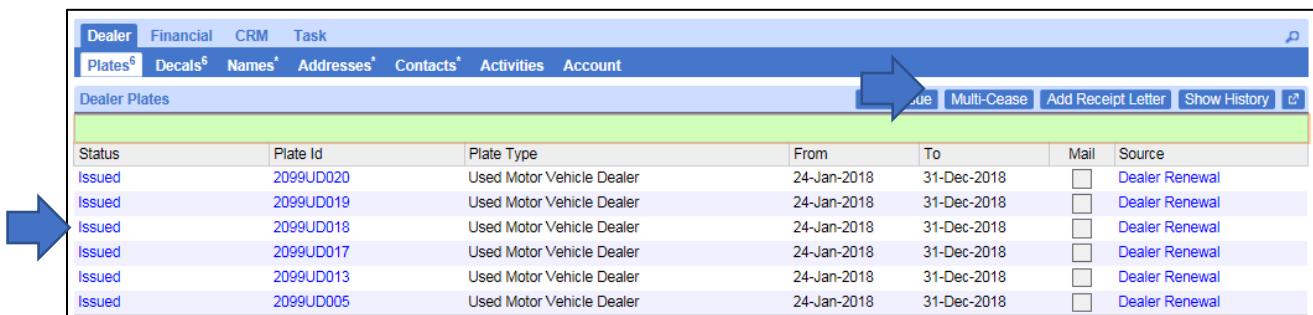
Process #5: Managing Dealer Plates

Background:

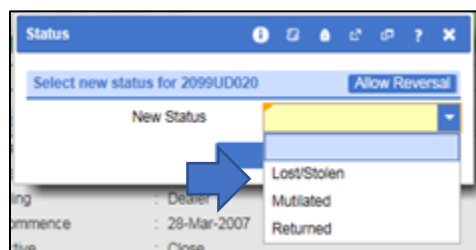
If a Dealer reports a tag as destroyed/missing/returned/stolen, the tag status will need to be changed from the dealer account.

Process Step-by-Step:

1. From the **Dealer** account, select the **Issued** hyperlink on the plate that needs to be changed, if multiple select the **Multi Cease** button.



2. Mark the selected plates as **Lost/Stolen**, **Mutilated** or **Returned**.



Note: If changing a status on a plate, a status on a decal must also be updated.

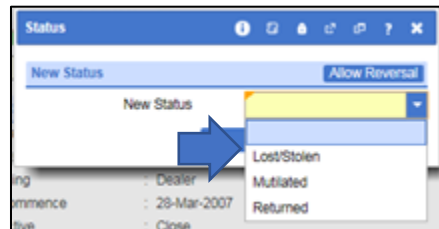
3. Select the **Decals** subtab.



4. Select the **Issued Status** of the corresponding decal.

Status	Decal Id	Expire Date	Cease Date
Issued	8S137986	31-Dec-2018	
Issued	8S137985	31-Dec-2018	
Issued	8S137984	31-Dec-2018	
Issued	8S137983	31-Dec-2018	
Issued	8S137982	31-Dec-2018	
Issued	8S137981	31-Dec-2018	

Mark the decal as **Lost/Stolen, Mutilated or Returned**. The plate and decal will be removed from the account.



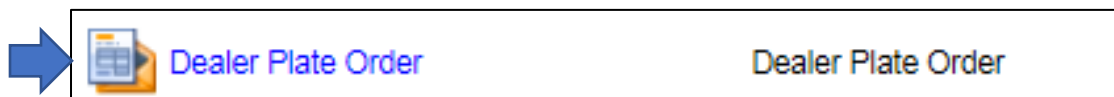
Process #6: Order A Plate Replacement

Background:

Once a plate and decal are entered as Lost/Stolen, a replacement plate can be ordered.

Process Step-by-Step:

1. From the **Dealer** account. select the **I Want To** button.
2. Select the **Dealer Plate Order** hyperlink.



3. Click the **Add a Record** hyperlink.

PLATE ORDER

Dealer Plates

Dealer Number : UD2099

Must provide at least one plate

[Add a Record](#)

Previous Plates [Filter](#) [🔗](#)

Plate Type	Last Plate
Used Motor Vehicle Dealer	2099UD020

4. Select the **License Plate Type**.

PLATE ORDER

Dealer Plates

Dealer Number : UD2099

License Plate Type

Used Motor Vehicle Dealer

Used Motor Vehicle Environmental Dealer

Used Motorcycle Dealer

Previous Plates [Filter](#) [🔗](#)

Plate Type	Last Plate
Used Motor Vehicle Dealer	2099UD020

5. Enter the **First Plate** in the **Series** and the **Quantity**. Click **Next**.

PLATE ORDER

Dealer Plates

Dealer Number : UD2099

License Plate Type

Used Motor Vehicle Dealer

First Plate in Series

2099UD021

Quantity

1

[Add a Record](#)

Previous Plates [Filter](#) [🔗](#)

Plate Type	Last Plate
Used Motor Vehicle Dealer	2099UD020

6. Verify the **Plate** number. Click **Next**.

PLATE ORDER

Dealer Plates

Order Plates [EOY Override](#) [Filter](#) [🔗](#)

	Plate Number	License Plate Type	Mail Plate	Expire Date	Inventory Status
<input checked="" type="checkbox"/>	2099UD021	Used Motor Vehicle Dealer	<input checked="" type="checkbox"/>	31-Dec-2018	
<input type="checkbox"/>			<input type="checkbox"/>		

7. Select the **Override Fees** hyperlink.

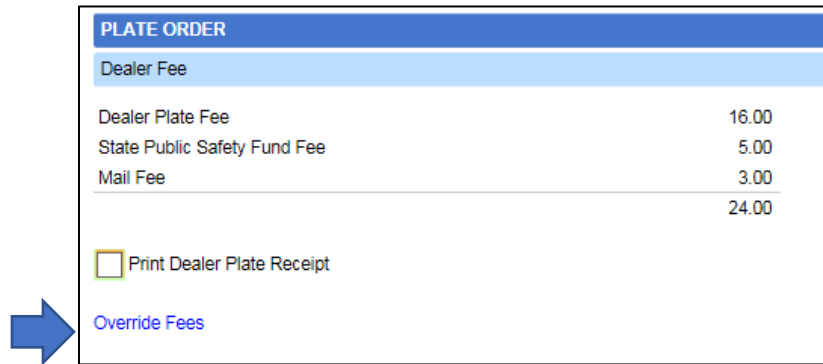


PLATE ORDER

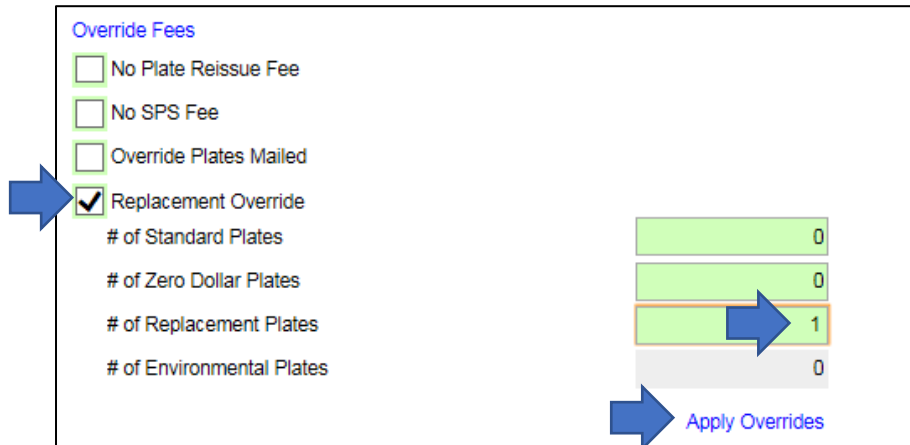
Dealer Fee

Dealer Plate Fee	16.00
State Public Safety Fund Fee	5.00
Mail Fee	3.00
	24.00

☐ Print Dealer Plate Receipt

[Override Fees](#)

8. Check the **Replacement Override** checkbox and enter the amount of replacement plates ordered in the transaction. Click the **Apply Overrides** hyperlink.



[Override Fees](#)

☐ No Plate Reissue Fee

☐ No SPS Fee

☐ Override Plates Mailed

☒ Replacement Override

of Standard Plates

of Zero Dollar Plates

of Replacement Plates

of Environmental Plates

[Apply Overrides](#)

9. Verify the fee change.

PLATE ORDER	
Dealer Fee	
Dealer Replacement Fee	9.00
Mail Fee	3.00
	12.00
<input type="checkbox"/> Print Dealer Plate Receipt	
Override Fees	
<input type="checkbox"/> No Plate Reissue Fee	
<input type="checkbox"/> No SPS Fee	
<input type="checkbox"/> Override Plates Mailed	
<input checked="" type="checkbox"/> Replacement Override	
# of Standard Plates	0
# of Zero Dollar Plates	0
# of Replacement Plates	1
# of Environmental Plates	0
Apply Overrides	

10. Select the **Submit** button.

11. Receipt the process.

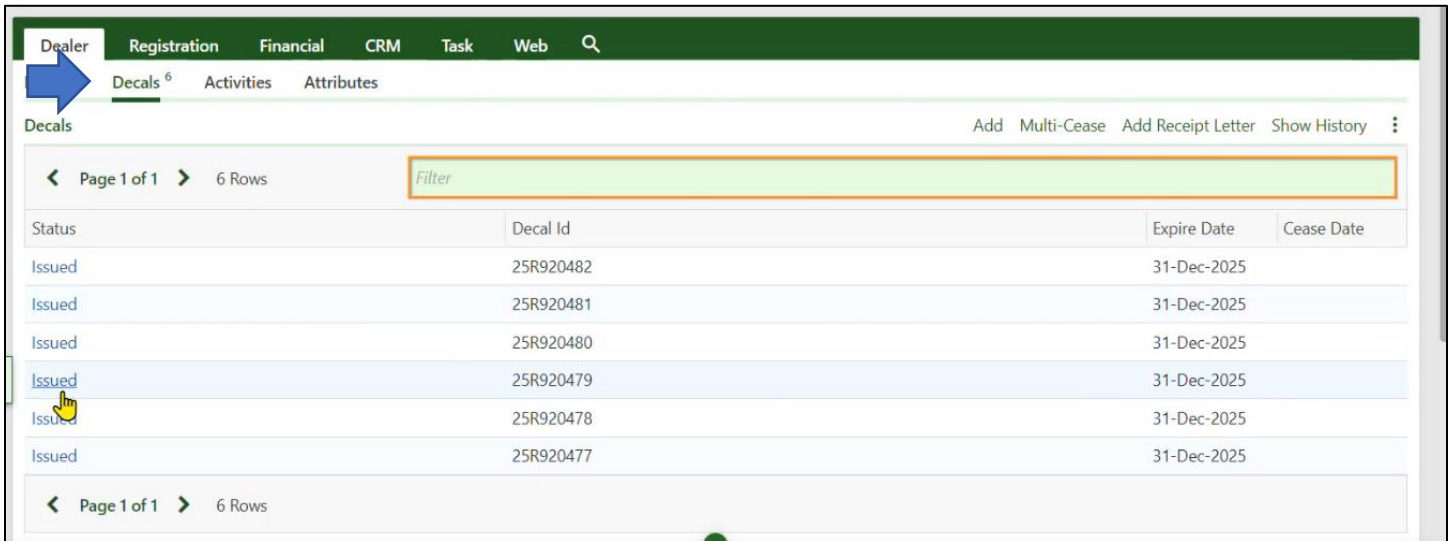
Process #7: Issuing Replacement Decals

Background:

The process covers issuing replacement decals to dealers that have been Lost, Stolen, or Mutilated (LSM).

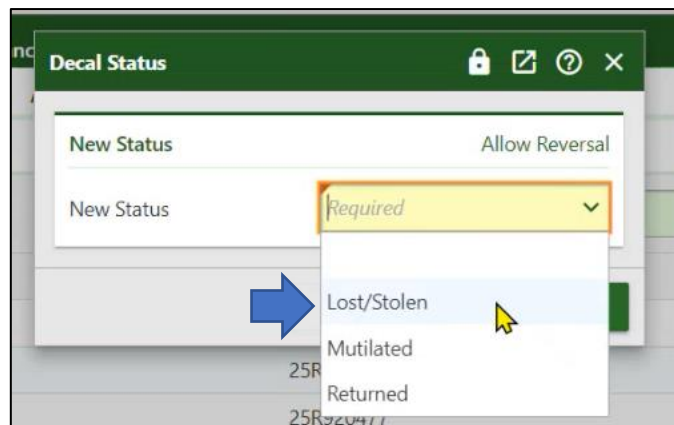
Process Step-by-Step:

1. Navigate to the dealer's account and select the **Decals** subtab to view the current decals associated with the dealer.



Status	Decal Id	Expire Date	Cease Date
Issued	25R920482	31-Dec-2025	
Issued	25R920481	31-Dec-2025	
Issued	25R920480	31-Dec-2025	
Issued	25R920479	31-Dec-2025	
Issued	25R920478	31-Dec-2025	
Issued	25R920477	31-Dec-2025	

- Update the Status of the Lost/Stolen/Mutilated Decals from **Issued** to **Lost/Stolen** or **Mutilated**





3. To issue replacement decals, click the **Add** button in the Decals subtab, enter the first decal number in the series and specify the quantity of decals to be issued. If replacement fees are being assessed, check the corresponding box. Click the **Save** button.

Certificate Year: 2025 Decal Type: Registration First Decal in Series: 25R950409 Quantity: 6 Bulk Generate

Next Year

☒ Charge Replacement Fees Total Fees: 55.66 Replacement Fee: 54.00 Mail Fee: 1.66 ☒ Mail Fees

New Decals

	Number	Type	Expire Date	Status
<input checked="" type="checkbox"/>	25R950409	Registration	31-Dec-2025	
<input checked="" type="checkbox"/>	25R950410	Registration	31-Dec-2025	
<input checked="" type="checkbox"/>	25R950411	Registration	31-Dec-2025	
<input checked="" type="checkbox"/>	25R950412	Registration	31-Dec-2025	
<input checked="" type="checkbox"/>	25R950413	Registration	31-Dec-2025	
<input checked="" type="checkbox"/>	25R950414	Registration	31-Dec-2025	

6 Rows

Cancel Save

4. Receipt the process
5. Print the new registration certificate and mail the certificate and replacement decals

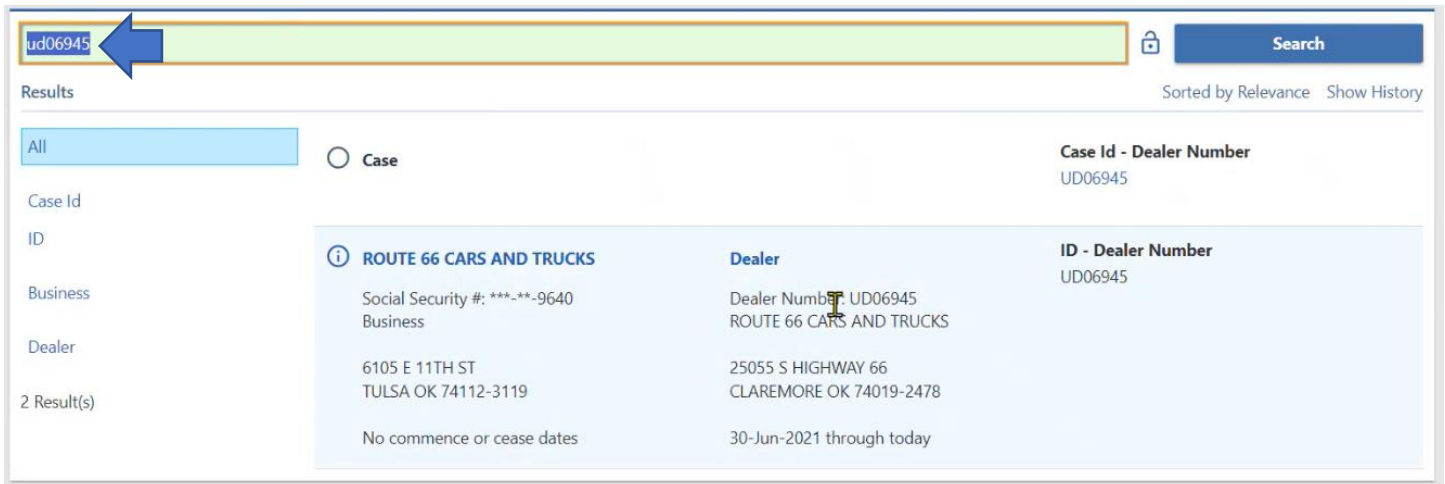
Process #8: Ordering Additional Dealer Plates

Background:

This process covers how to order additional dealer plates to an existing dealer account.

Process Step-by-Step:

1. Start by pulling up the dealer account page by searching the dealer number provided on forms.



ud06945

Search

Results Sorted by Relevance Show History

All Case

Case Id UD06945

ID UD06945

Business

Dealer

2 Result(s)

ROUTE 66 CARS AND TRUCKS

Dealer

Social Security #: ***-**-9640
Business

6105 E 11TH ST
TULSA OK 74112-3119

No commence or cease dates

Dealer Number: UD06945
ROUTE 66 CARS AND TRUCKS

25055 S HIGHWAY 66
CLAREMORE OK 74019-2478

30-Jun-2021 through today

2. Press **I Want To** and select **Dealer Plate Order** and then **Add a Record**
3. Complete the plate order screen with plate type, first plate in series, and quantity. Click **Next**

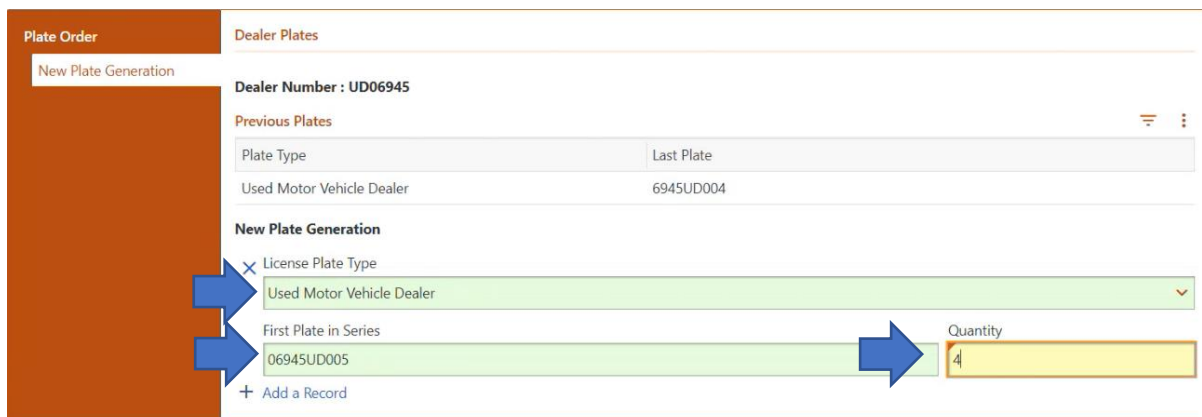


Plate Order

Dealer Plates

New Plate Generation

Dealer Number : UD06945

Previous Plates

Plate Type	Last Plate
Used Motor Vehicle Dealer	6945UD004

New Plate Generation

License Plate Type

Used Motor Vehicle Dealer

First Plate in Series

06945UD005

Quantity

4

+ Add a Record

4. Verify that all plates in the order are available. Click **Next**.

Order Plates

	Plate Number	License Plate Type	Mail Plate	Expire Date	Inventory Status
X	06945UD005	Used Motor Vehicle Dealer	<input checked="" type="checkbox"/>	31-Dec-2025	Available
X	06945UD006	Used Motor Vehicle Dealer	<input checked="" type="checkbox"/>	31-Dec-2025	Available
X	06945UD007	Used Motor Vehicle Dealer	<input checked="" type="checkbox"/>	31-Dec-2025	Available
X	06945UD008	Used Motor Vehicle Dealer	<input checked="" type="checkbox"/>	31-Dec-2025	Available



5. Verify fees and click **Next**.
6. Receipt the process.

Note: Submitting this plates order automatically notifies the tag plant, marking the end of the ordering process. There is nothing to print here.

7. Once plates have been received from the tag plant, go back into the dealer account, select **Plates** then **Multi-Issue** and toggle statuses from **Ordered** to **Issued**
8. After plates have been issued, assign them decals and send them to the dealer.

Process #9: Dealer Renewals

Dealer Fee	
Dealer Plate Fee	64.00
State Public Safety Fund Fee	20.00
Mail Fee	24.60
	108.60

☐ Print Dealer Plate Receipt

[Override Fees](#)

Background:

This process covers renewing dealers and issuing decals for existing dealer plates as a part of the annual process required for all dealers.

Process Step-by-Step:

1. Start from the dealer account homepage, click **I Want To** and select **Dealer Renewal**
2. Verify that customer payment was received before 12/31/XX and fill out renewal notice preferences.

Note: In this example, the customer's payment was received late [1/13 is outside the acceptable buffer range], so we would have to send a letter to the customer requesting late fees. See [Process # 6](#) for an example of how to send a letter.)

Dealer Information

Dealer Number	Received Date	Certificate Year
UD06945	13-Jan-2025	2025
<input checked="" type="checkbox"/> Renew for Current Year		

Renewal Notice

How would you like to receive your renewal notice?	Enter Email Address
<input checked="" type="radio"/> Email <input type="radio"/> Mail	TR66CARSANDTRUCKS@GMAIL.COM

- Verify the number of plates to be renewed. Click **Next**.

Renew Plates

Total Plates	Issued	Open Orders	Not Renewed
4	4	0	0

Plates to Renew

Filter							
Status	On Order	Plate Number	Type	Old Expiration	New Expiration	Charge	Back Years
	<input type="checkbox"/>	6945UD001	Used Motor Vehicle	31-Dec-2024	31-Dec-2025	<input checked="" type="checkbox"/>	0
	<input type="checkbox"/>	6945UD002	Used Motor Vehicle	31-Dec-2024	31-Dec-2025	<input checked="" type="checkbox"/>	0
	<input type="checkbox"/>	6945UD003	Used Motor Vehicle	31-Dec-2024	31-Dec-2025	<input checked="" type="checkbox"/>	0
	<input type="checkbox"/>	6945UD004	Used Motor Vehicle	31-Dec-2024	31-Dec-2025	<input checked="" type="checkbox"/>	0

4 Rows

- If there are new plates to add for this dealer, there will be a prompt with the opportunity to do so. If there are no new plates to add, as in this Example, click **Next**.

New Plates

Dealer Number : UD06945

Previous Plates

Plate Type	Last Plate
Used Motor Vehicle Dealer	6945UD004

New Plate Generation

+ Add a Record

5. To estimate the dealer fee, enter to number of plates to be renewed and click **Next** to view a summary of fees. Override fees if necessary. Click **Next** and then click **Submit**
6. Mail assigned decals to dealer.

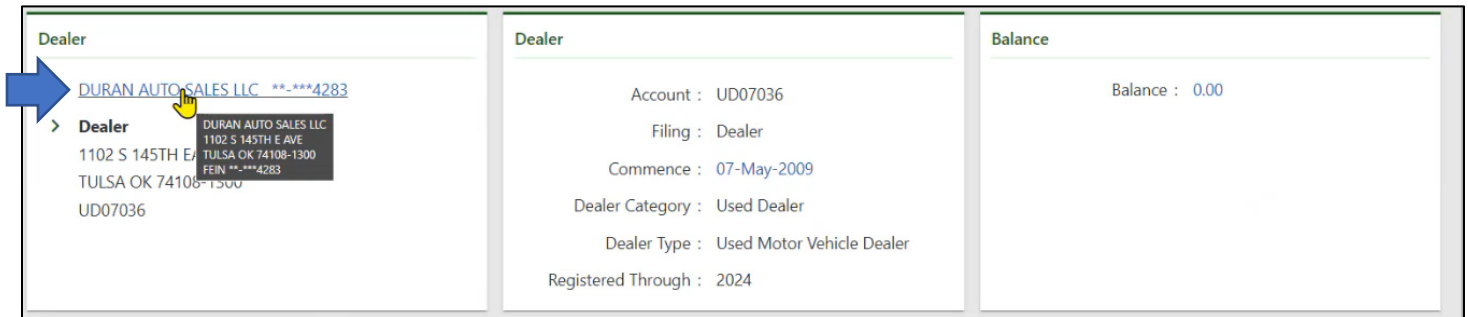
Process #10: Changing Dealer Information

Background:

This process covers how to update dealer information (name or address) in OneLink to keep records current.

Process Step-by-Step:

1. Navigate to the dealer's account and select the dealer's name to open their account information



Dealer	Dealer	Balance
DURAN AUTO SALES LLC **-*4283 > Dealer 1102 S 145TH E TULSA OK 74108-1300 FEIN **-*4283 UD07036	Account : UD07036 Filing : Dealer Commence : 07-May-2009 Dealer Category : Used Dealer Dealer Type : Used Motor Vehicle Dealer Registered Through : 2024	Balance : 0.00

2. From the registration tab, either select **Names** or **Addresses**



Registration	CRM	Task	Financial	Web	Q
Accounts	Attributes	Summary	Profiles	IDs	Names
Addresses	Contacts*	Photos	Signatures		

Account	Parent	Account Type	Filing	Balance	Name	Address
UD07036		Dealer	Dealer	0.00	DURAN AUTO SALES LLC	1102 S 145TH EAST AVE TULSA OK 74
				0.00		

3. Update the dealer **Name** or **Address** by entering the new dealer's name in the provided field.

Address Type	Address	Profile	Account Type	Account	Active	Valid
Mailing	1102 S 145TH E AVE TULSA OK 74108	001			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location	1102 S 145TH EAST AVE TULSA OK 74	002	Dealer	UD07036	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing	1102 S 145TH EAST AVE TULSA OK 74	002	Dealer	UD07036	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Attributes

Address Type

Location

Country

USA

Multi-Line

Street

1102 S 145TH EAST AVE

Street

Unit Type

Unit

City

TULSA

State

OKLAHOMA

Zip

74108-1300

County

TULSA

Verified

Not From Protected Source

- Click the **Save** button to update the dealer name in the system

Process #11: Sending a Letter to a Dealer

Background:

If there is any sort of issue with the documents that a dealer sends to Service Oklahoma, send them a letter asking for updated information, more money, etc. These letter templates are not on OneLink and exist only on the hard drives of MV employees who use them regularly – if you need to use a dealer plates letter, reach out to the MV Lead in charge of dealer plates to have them shared.

Process Step-by-Step:

- Identify an issue with a dealer plates transaction. For example, this dealer sent their renewal application late and will be charged a penalty fee.

Dealer Information

Dealer Number

UD06945

Received Date

13-Jan-2025

Certificate Year

2025

☒ Renew for Current Year

Renewal Notice

How would you like to receive your renewal notice?

Email

Mail

Enter Email Address

TR66CARSANDTRUCKS@GMAIL.COM

- Draft a letter to the dealer requesting a fix to the issue. In this case, the dealer must submit an additional \$13 to cover their late fees. Update the appropriate letter template to reflect the correct address, fees, documents, etc. See [Appendix B](#) for an example letter.
- Send the letter to the dealer with outgoing mail.
- Make a note (press **Add** next to **Recent Notes**) to reflect the fact that this transaction is on hold pending action from the client. Click **Save** when done.

Note

ROUTE 66 CARS AND TRUCKS ***-**-9640

Dealer UD06945

> New Note

Attributes

Source Account

Note Type

Account Note

Private

Important

Note

Note

Required

Cancel

Save

Process #12: Transfer of Account

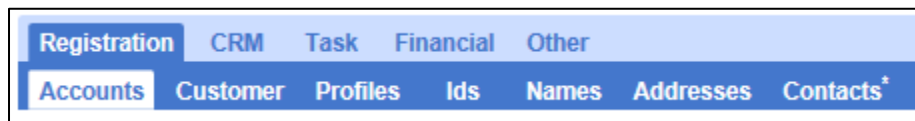
Background:

When one dealer takes over another dealership, they need to update their information with SOK. If the dealership that is taking another one over is already in the system, then their FEIN/SSN is listed in OneLink.

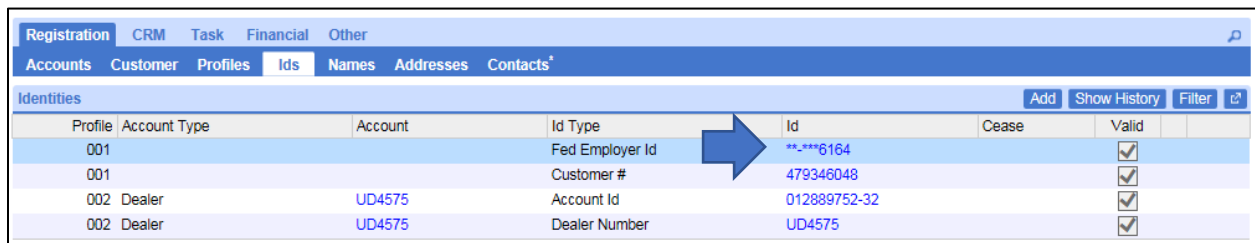
To change the dealership ID that was taken over, go into their ID they currently have and invalidate the ID.

Process Step-by-Step:

1. From the Customer account that is getting bought out, select the Ids subtab.

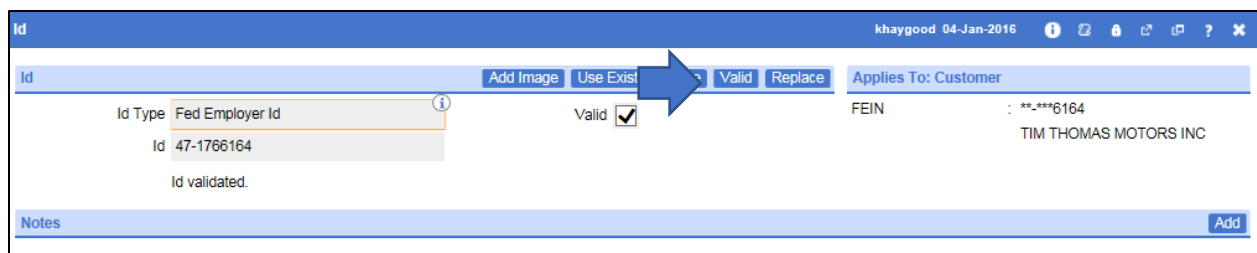


2. Click the **ID** hyperlink.



Profile	Account Type	Account	Id Type	Id	Cease	Valid
001			Fed Employer Id	**-*6164		<input checked="" type="checkbox"/>
001			Customer #	479346048		<input checked="" type="checkbox"/>
002 Dealer		UD4575	Account Id	012889752-32		<input checked="" type="checkbox"/>
002 Dealer		UD4575	Dealer Number	UD4575		<input checked="" type="checkbox"/>

3. Select the **Valid** button.



khaygood 04-Jan-2016

Id Type: Fed Employer Id
Id: 47-1766164
Id validated.

Valid ☒


FEIN: **-*6164
TIM THOMAS MOTORS INC

Applies To: Customer

Notes

4. Click the **Yes** button.



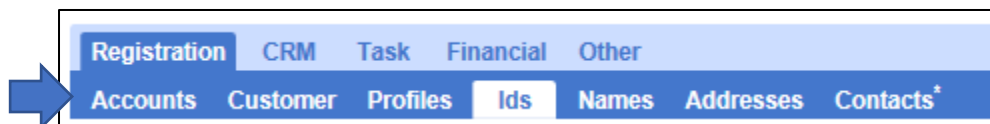

Do you wish to change the active status of this ID?

Yes
No

5. The ID is now invalidated.

Registration CRM Task Financial Other						
Accounts Customer Profiles Ids Names Addresses Contacts*						
Identities						
Profile	Account Type	Account	Id Type	Id	Cease	Valid
001			Fed Employer Id	SS-***6164		<input type="checkbox"/>
001			Customer #	479346048		<input checked="" type="checkbox"/>
002 Dealer		UD4575	Account Id	012889752-32		<input checked="" type="checkbox"/>
002 Dealer		UD4575	Dealer Number	UD4575		<input checked="" type="checkbox"/>

6. Select the **Accounts** subtab

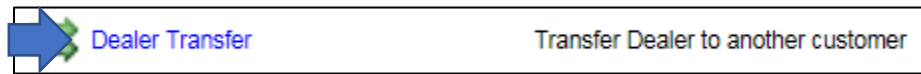


7. Click the link for the **Ownership Account**.

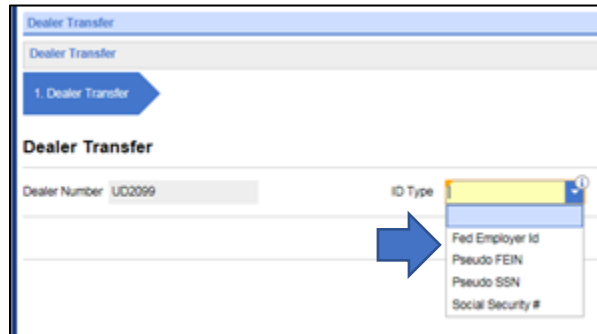
Registration CRM Task Financial Other				
Accounts Customer Profiles Ids Names Addresses Contacts*				
Accounts 0.00				
Account	Profile	Account Type	Filing	
UD2099	002	Dealer	Dealer	

8. Select the **I Want To** button.

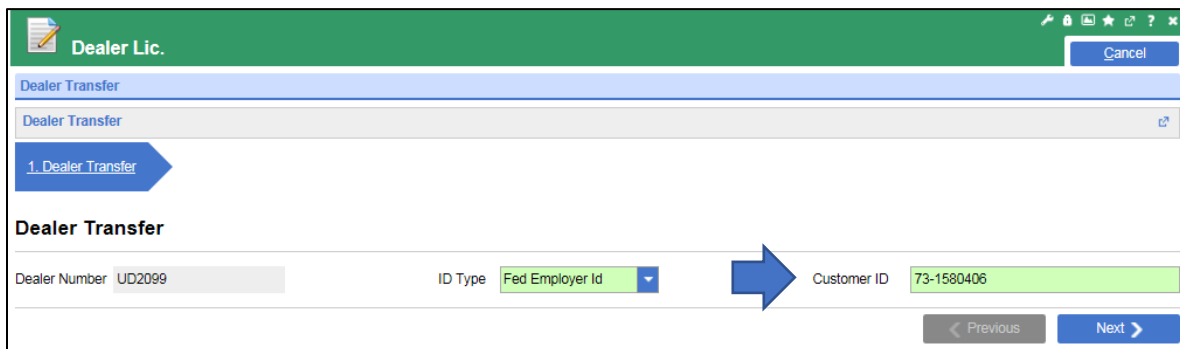
9. Click the **Dealer Transfer** hyperlink.



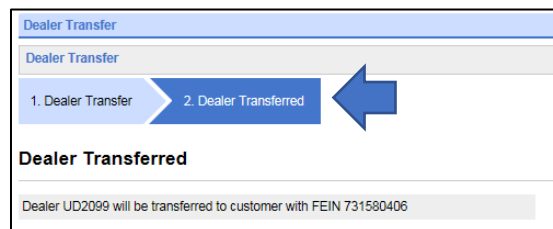
10. Select the **ID type** from the drop-down menu.



11. Enter the **Customer ID**. Click **Next**



12. This will transfer the dealer to the customer with the ID number that was entered.



13. The account will update overnight. If you need to do a transaction the current day, close of the **Open Task** from the account

Account
Dealer: UD2099

This is a playground environment.

Account: Dealer [Collapse](#)

Balance	: 0.00	Account	: UD2099
Dealer Num	: UD2099		FENTON NISSAN EAST
Filing	: Dealer		5108 SE 15TH ST DEL CITY OK 73115-3902
Commence	: 28-Mar-2007	Customer	: 797046144
Active	: Close		FENTON NISSAN EAST
			PO BOX 15128 OKLAHOMA CITY OK 73155-5128
Dealer Type	: Used Motor Vehicle	Reg Status	: Active
Registered Through	: 2018		

Recent Notes [Add](#) [Hide Related](#) [View All](#) [Open Tasks](#) [View All](#)

Mar-14-2015 Converted
Mar-14-2015 Converted
Mar-14-2015 0115048

Dealer [Dealer Transfer](#)

14. To close, click the **Complete** button.

Work
Work: Dealer Transfer

Work: Dealer Transfer 1-680-704-640 [Complete](#) [History](#)

Status	: Due	Owner	: Edit	Subscriber	: Edit
Category	: Dealer	Available	: 12-Mar-2018	Created	: 12-Mar-2018 10:14:59
Type	: Dealer Transfer	Due	: 12-Mar-2018	Assigned	:
Source	:	Expires	:	Completed	:
Stage	:	Amount	: 0.00		
External Id	: 780550144				

Process all dealer transfers done during the day.

Applies To: Account

Customer #	: 797046144
	FENTON NISSAN EAST
	PO BOX 15128 OKLAHOMA CITY OK 73155-5128
Dealer	: UD2099

Dealer Transfer Work Item tiester 12-Mar-2018 1 of 1

Dealer Number
UD2099

ID Type
FEIN

Customer ID
731580406

Process #13: Order Personal Inventory

Background:

This process is used to order personal inventory for the dealer plates drawer.

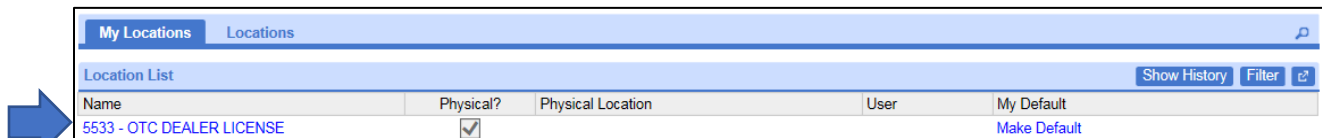
- Used Trailer
- New Trailer
- New Powersports
- Used Commercial
- New Commercial

- Any other type of dealer plate SOK issues directly

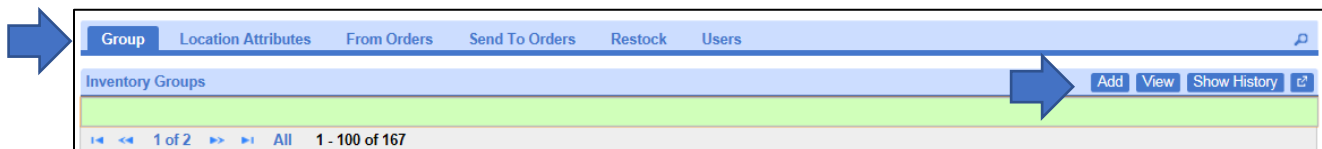
This is mostly a Supply task – dealer plates staff should contact MV Supply for assistance on this process.

Process Step-by-Step:

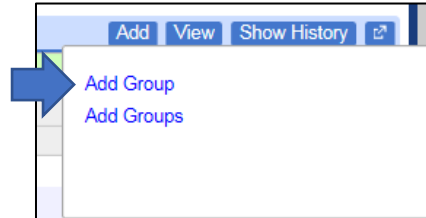
- From the **Inventory Manager**, click on the Hyperlink with your agent number and location. Example: 5533 – OTC Dealer License.



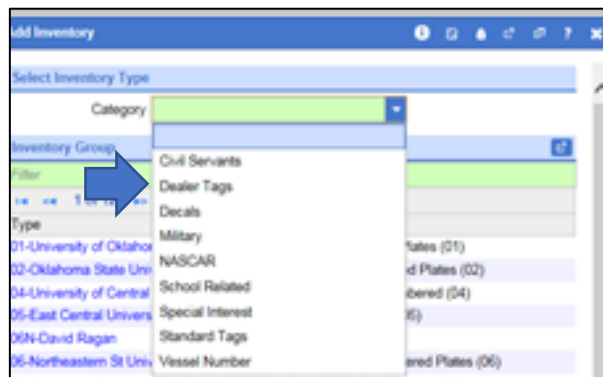
- Navigate to the **Group** tab and select the **Add** button.



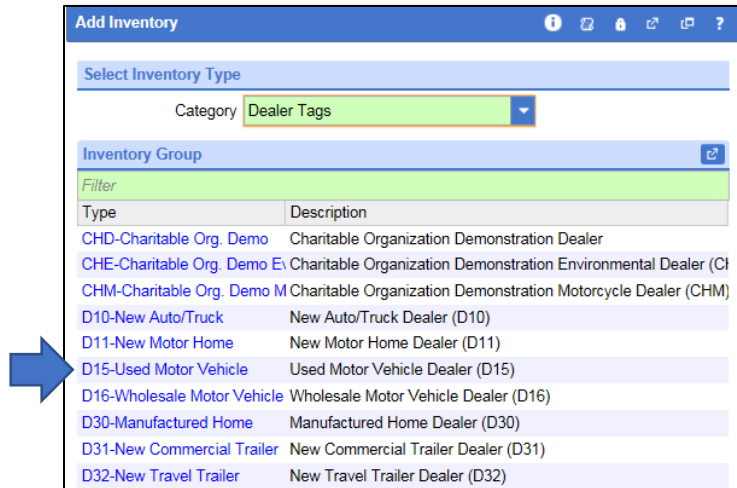
- Choose **Add Group** or **Add Groups** if doing more than one type.



- Select the Dealer Tags from the dropdown bar.



5. Scroll through and find a dealer type to order for.



Add Inventory

Select Inventory Type

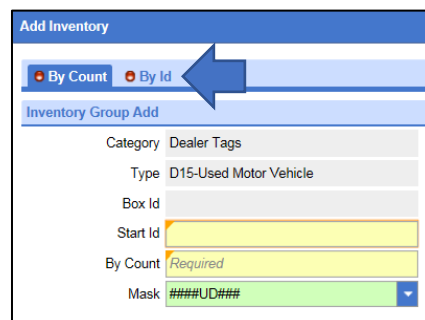
Category: Dealer Tags

Inventory Group

Filter

Type	Description
CHD-Charitable Org. Demo	Charitable Organization Demonstration Dealer
CHE-Charitable Org. Demo E	Charitable Organization Demonstration Environmental Dealer (Ct
CHM-Charitable Org. Demo M	Charitable Organization Demonstration Motorcycle Dealer (CHM)
D10-New Auto/Truck	New Auto/Truck Dealer (D10)
D11-New Motor Home	New Motor Home Dealer (D11)
D15-Used Motor Vehicle	Used Motor Vehicle Dealer (D15)
D16-Wholesale Motor Vehicle	Wholesale Motor Vehicle Dealer (D16)
D30-Manufactured Home	Manufactured Home Dealer (D30)
D31-New Commercial Trailer	New Commercial Trailer Dealer (D31)
D32-New Travel Trailer	New Travel Trailer Dealer (D32)

6. Select the **By ID** tab.



Add Inventory

By Count By Id

Inventory Group Add

Category: Dealer Tags

Type: D15-Used Motor Vehicle

Box Id

Start Id

By Count: Required

Mask: ####UD###

7. In the **Start ID**, enter the appropriate dealer mask to start with. Check in the drawer to see what your last plate is and go up from there. Search a few dealer numbers in the system to see if they have been issued at some point. Additionally, enter the plate number of the ending plate.
8. Select **Generate Items**

Add Inventory

By Count

By Id

Inventory Group Add

Category

Dealer Tags

Type

D15-Used Motor Vehicle

Box Id

Start Id

2999UD001

End Id

2999UD004

Mask

####UD###

Generate Items

9. Verify the plate numbers being ordered are all different and click **Save**.

Add Inventory

By Count

By Id

Inventory Group Add

Category

Dealer Tags

Type

D15-Used Motor Vehicle

Box Id

Start Id

2999UD001

End Id

2999UD004

Mask

####UD###

Generate Items

New Items

Clear Items Filter

Sequence	Id	Status	Available
1	2999UD001	On Order	<input type="checkbox"/>
2	2999UD002	On Order	<input type="checkbox"/>
3	2999UD003	On Order	<input type="checkbox"/>
4	2999UD004	On Order	<input type="checkbox"/>

4 Rows

Save Cancel

Process #14: Charitable Organization Demonstration License Plate Application

Background:

The applicant for these plates must be a 501c(3) charitable organization and be listed as such by the Oklahoma Secretary of State.

They are allowed NO MORE than 8 Plates.

Renewals, lost plate and decals, or additional plates follow all the same rules as other dealer types.

All fees are the same as other dealers:

- Renewals are \$21.00 per plate. Plates are \$21.00 a plate.
- Replacement plates are \$9.00 per plate.
- Mail fees are \$4.00 per plate
- Decals are \$1.50 for 5, \$3.00 for 10 etc.

Plates are not to be used on a vehicle that will be used as a service/loaner car, is used for hire, or is for private use.

Boat Dealers

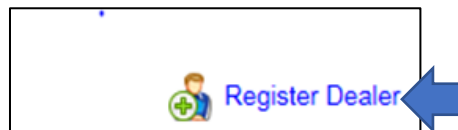
Process #15: Registering a New Boat/Motor Dealer

Background:

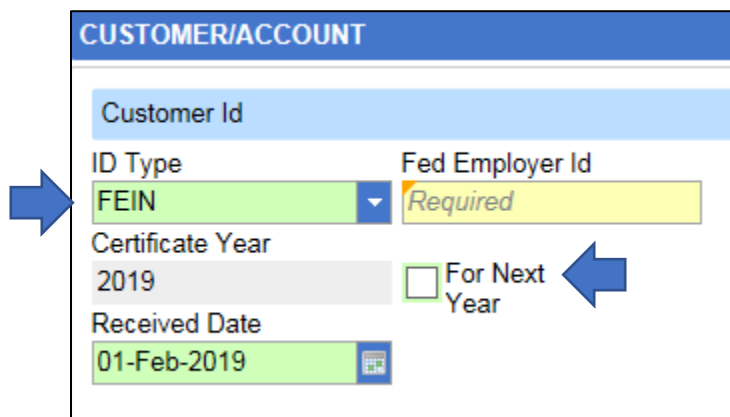
After verifying all paperwork has been turned in, build the boat dealer account into OneLink.

Process Step-by-Step:

1. Beginning from the **Maintenance Manager**, click **Register Dealer** hyperlink.



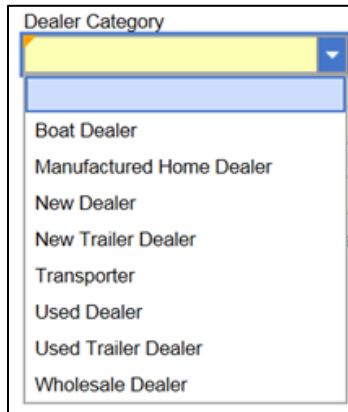
1. Enter the **ID Type – FEI or SSN**. The Received Date will automatically populate. Check the box **For Next Year** if applicable. Click **Next**.



CUSTOMER/ACCOUNT	
Customer Id	
ID Type	Fed Employer Id
FEIN	Required
Certificate Year	<input type="checkbox"/> For Next Year
2019	
Received Date	
01-Feb-2019	

2. Select the **Dealer Category** from the drop-down menu.

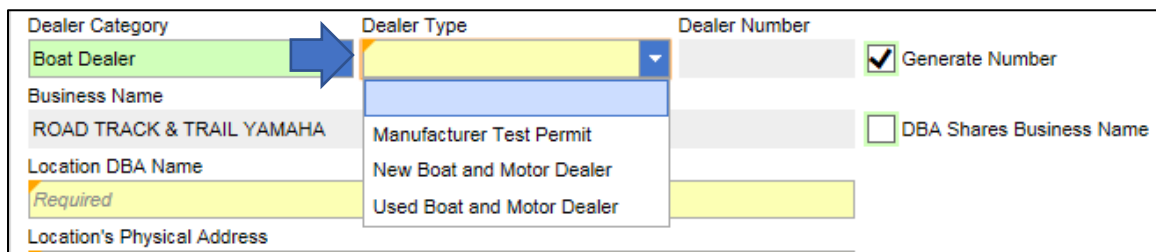




Dealer Category

- Boat Dealer
- Manufactured Home Dealer
- New Dealer
- New Trailer Dealer
- Transporter
- Used Dealer
- Used Trailer Dealer
- Wholesale Dealer

3. Select the **Dealer Type**. The drop-down list will change depending on the category selected.



Dealer Category: Boat Dealer

Dealer Type: Manufacturer Test Permit

Dealer Number: [Generate Number] ☒ Generate Number

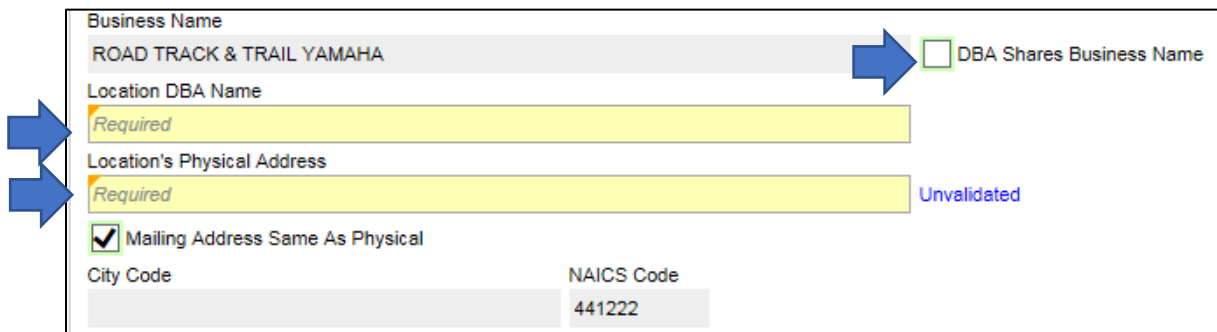
Business Name: ROAD TRACK & TRAIL YAMAHA

Location DBA Name: [Required]

Location's Physical Address: [Required]

DBA Shares Business Name: ☐ DBA Shares Business Name

4. The **Dealer Number** will automatically generate when processing a new application.
5. Enter the **Business Name**, **DBA** if different, **Location** and **Physical Address**, **City** **County Code** and the **NAICS Code**, which will always be 441222. Ensure that the address is verified. Click **Next**.



Business Name: ROAD TRACK & TRAIL YAMAHA

Location DBA Name: [Required]

Location's Physical Address: [Required] Unvalidated

☒ Mailing Address Same As Physical

City Code: [] NAICS Code: 441222

6. Enter the **Contact Name** and **Phone Number**.
7. Enter **Owner Information**. The Owner Type will be **Business** or **Individual**. If you choose Individual, you can have more than one. Click **Next**.

BUSINESS INFORMATION		
Business Information		
Contact Information		
Contact Name	Phone Number	Extension
<i>Required</i>	<i>Required</i>	
Owner Information		
Please add ownership information including a primary owner. Please select a primary owner.		
Primary	Owner Type	
<input checked="" type="checkbox"/>	<i>Required</i>	
Add a Record		

8. Verify the **Fees**. Click **Next**.

FEES	
Fees	
Used Boat Dealer Permit Fee	50.00
	50.00

9. Review the **Registration Summary** to double check all the information entered before submitting.

REGISTRATION SUMMARY	
Year	: 2019
Fees	: \$50.00
FEIN	: **-***5931
Dealer License	: - Used Boat and Motor Dealer
Business Name	: ROAD TRACK & TRAIL YAMAHA
DBA Name	: ROAD TRACK & TRAIL YAMAHA
Physical Address	: 600 W PEAK BLVD MUSKOGEE OK 74401-8266
Mailing Address	: 600 W PEAK BLVD MUSKOGEE OK 74401-8266
NAICS Code	: 441222
Location Code	: 5111 - MUSKOGEE

10. Click **Submit** and receipt the process

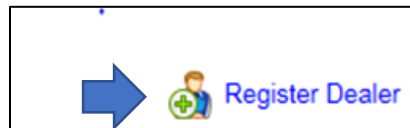
Process #16: Registering a Used Boat/Motor Dealer

Background:

After verifying all paperwork has been turned in ([See Form BM-32](#)), build the boat dealer account into the system.

Process Step-by-Step:

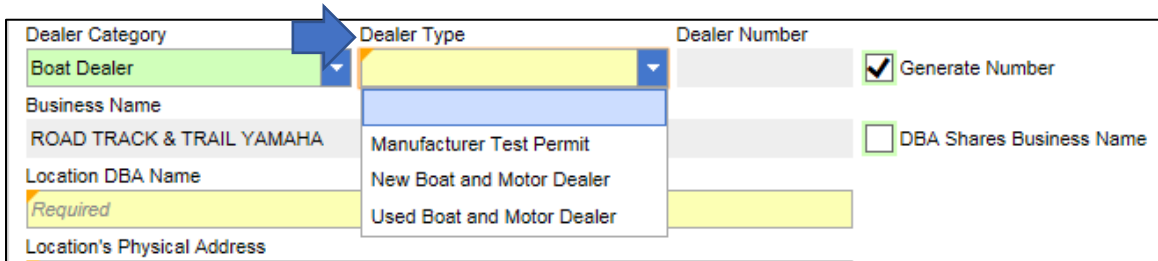
1. Beginning from the **Maintenance** manager, click the **Register Dealer** hyperlink.



2. Enter the **ID Type – FEI or SSN**. The **Received Date** will automatically populate. Check the box **For Next Year** if applicable. Click **Next**.

3. Select the **Dealer Category** from the drop-down menu.

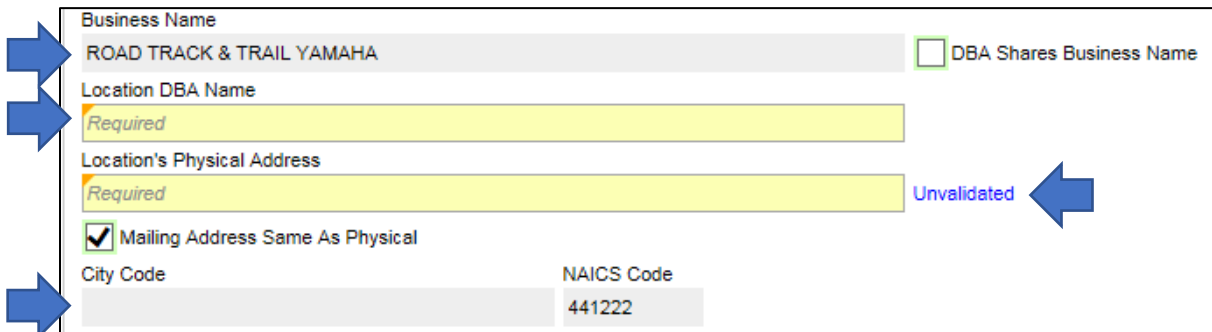
4. Select the **Dealer Type**. The drop-down list will change depending on the category selected.



Dealer Category	Dealer Type	Dealer Number	<input checked="" type="checkbox"/> Generate Number
Boat Dealer	Manufacturer Test Permit		<input type="checkbox"/> DBA Shares Business Name
Business Name	New Boat and Motor Dealer		
ROAD TRACK & TRAIL YAMAHA	Used Boat and Motor Dealer		
Location DBA Name			
Required			
Location's Physical Address			

5. The **Dealer Number** will automatically generate when processing a **New Application**.
6. Enter the **Business Name**, **DBA if different**, **Location** and **Physical Address**, **City** **County Code** and the **NAICS Code**, which will always be 441222. Click **Next**.

Note: Ensure that the address is verified.



Business Name	ROAD TRACK & TRAIL YAMAHA	<input type="checkbox"/> DBA Shares Business Name
Location DBA Name	Required	
Location's Physical Address	Required	Unvalidated
<input checked="" type="checkbox"/> Mailing Address Same As Physical		
City Code	NAICS Code	
	441222	

7. Enter the **Contact Name** and **Phone Number**.
8. Enter **Owner Information**. The **Owner Type** will be **Business** or **Individual**. Click **Next**.

Note: Multiple individuals can be selected.

BUSINESS INFORMATION

Business Information

Contact Information

Contact Name	Phone Number	Extension
Required	Required	

Owner Information

Please add ownership information including a primary owner. Please select a primary owner.

Primary Owner Type Required

Add a Record

9. Verify **Fees**. Click **Next**.

FEES

Fees

Used Boat Dealer Permit Fee	50.00
	50.00

10. Review the **Registration Summary** to double check all of the information entered before submitting. Click **Submit**.

REGISTRATION SUMMARY

Year	: 2019
Fees	: \$50.00
FEIN	: **-***5931
Dealer License	: - Used Boat and Motor Dealer
Business Name	: ROAD TRACK & TRAIL YAMAHA
DBA Name	: ROAD TRACK & TRAIL YAMAHA
Physical Address	: 600 W PEAK BLVD MUSKOGEE OK 74401-8266
Mailing Address	: 600 W PEAK BLVD MUSKOGEE OK 74401-8266
NAICS Code	: 441222
Location Code	: 5111 - MUSKOGEE

11. Receipt the process

Process #17: Renewing a New or a Used Boat Dealer License

Background:

After verifying all paperwork has been turned in ([See Form BM-32](#) or [BM-33](#)), build the boat dealer account into the system.

Note: If the Dealership is already an established dealer, photos of the dealership are not required unless they have changed their location. The pictures sent previously are already on Laserfiche.

Process Step-by-Step:

1. From your Search Manager, type in the **Dealer Number** to open the **Dealer Account**.
2. From the **Account**, select **I Want To**.
3. Select **Renew Boat Dealer**



4. Mark the box for **Renewal for Current Year** (unmark if applicable). Click **Next**.

RENEWAL INFO		
Boat Dealer Number		
Dealer Number	Received Date	Certificate Year
3121DL	19-Apr-2019	2019
		<input checked="" type="checkbox"/> Renew for Current Year

5. Update any business information that may have changed. Click **Next**.



RENEWAL INFO	
Boat Dealer Info	
Dealer 3121DL - New Boat and Motor Dealer	
Certificate Year	Received Date
2020	19-Apr-2019
BusinessName	
HONDA OF TULSA	
Physical Address	
4926 E 21ST ST TULSA OK 74114-2202	
Validated	
Does the mailing address match the physical address?	
Yes No	
City Code	NAICS Code Link
7281 - TULSA (TULSA)	441222

6. Update and contact or owner information that may have changed. Click **Next**.

RENEWAL INFO		
Owner Information		
Contact Information		
Contact Name	Phone Number	Extension
KATHIE	918-744-5551	
Owner Information		
Primary	Owner Type	Business Name
<input checked="" type="checkbox"/>	Bus. or Trust	HOTLINES INC
Add a Record		

7. If renewing a **New Dealer**, make any necessary changes to Dealer Agreements. Select **Add Trade Name** to add any new manufacturers to the account. You can also **Cease** any manufacturers from an account. Click **Next**.

AGREEMENTS				
Boat Dealer Agreements				
Make	Manufacturer	Make Type	PrevCommence	Cease
SEA DOO	BOMBARDIER	Boat	31-Oct-2014	
Add Trade Name				

8. Verify **Fees**. Fees will vary for a **New Dealer** or a **Used Dealer**. New Dealer renewals are \$100.00 plus \$10.00 per **Manufacturer Agreements**. Used Dealer renewals are \$50.00, Select the Override Fees and select a box to override any fees. Click **Next**.

Note: New dealers accrue a penalty starting January 1. On January 1, its \$.25 per day per plate. on Feb 1, fees max out at \$10.00 per plate. Used Dealers do not accrue any penalty for late renewals.

Note: Used Boat Dealers will not have any **Manufacturer Agreements**.

FEES	
Boat Dealer Fees	
New Boat Dealer Permit Renewal Fee	100.00
Dealer Agreement Fee	10.00
	110.00
Override Fees	
<input type="checkbox"/> No Plate Reissue Fee	
<input type="checkbox"/> No SPS Fee	
<input type="checkbox"/> Override Plates Mailed	
<input type="checkbox"/> Override Agreement Fee	
<input type="checkbox"/> Override Penalty Amount	
<input type="checkbox"/> Replacement Override	
Apply Overrides	

9. Make sure all the information is correct on the **Renewal Summary** and click **Submit**. Receipt the transaction.

RENEWAL SUMMARY	
Fees	: \$110.00
Dealer License	: 3121DL - New Boat and Motor Dealer
Business (DBA) Name	: HONDA OF TULSA
Physical Address	: 4926 E 21ST ST TULSA OK 74114-2202
Mailing Address	: 4926 E 21ST ST TULSA OK 74114-2202

Process #18: Off Premise Permit Rules

Background:



This permit is required for all license New/Used Boat Dealers whose location is beyond 25 miles of a boat show. A licensed New/Used Boat Dealer whose dealership is located within a 25-mile radius of an off-premise boat show is not required to have this permit.

Off premise permits will not be valid for more than 14 days.

The application must be received at least 7 calendar days prior to the show.

An off-premise permit cannot be issued unless at least 2 other licensed boat and motor dealers are participating.

All dealers needing the Off Premise Permit need to turn in form [BM-22](#) and pay \$50.00.

If a boat deal has been issued a permit in the last 45 days for the same location, they will not be issued another permit.

Process Step-by-Step:

1. Search the Boat Dealer number and open their account.
2. Select **I Want To**
3. Select the **Off Premise Permit** hyperlink
4. Make sure the **Certificate Year** is correct and enter the **Received Date** to ensure the dealer gets their **Permit**.
5. Enter the **Address** for the location of the show. Validate it and enter the **City/County Code**.
6. Enter the **Beginning Date** and **End Date** of the show.
7. On the form, the dealer should have provided two dealers that are attending the show. Enter their **Dealer Numbers**. Mark the box.
8. Verify the fees.
9. Save and Receipt.

Received

New

Next

Attributes

Boat Dealer Registration

Boat Dealer Registration

Dealer 4023DL - New Boat and Motor Dealer

Cert. Yr.	Received Date	ID Type	FEIN
2019	22-Apr-2019	FEIN	**_***5931

Business Name

ROAD TRACK & TRAIL CYCLES INC

Off Premise Address

Required

Unvalidated

City Code	NAICS Code	DLN
Required	441222	

Comments

Beginning Date

Ending Date

29-Apr-2019

13-May-2019

Additional Dealers Attending by Dealer

Number:

Dealer Number

Required

☐ Within 25 Miles

☐ Attendin

Dealer Number

Required

☐ Within 25 Miles

☐ Attendin

Total Fee

50.00

Fee Breakdown

Appendix


Appendix A: Form 792-2A Example

Recd_011625 50171709703

Form 792-2A
Revised 10/2023
MVL

NEW COMMERCIAL/UTILITY TRAILER DEALER LICENSE AND LICENSE PLATE APPLICATION

(Read Reverse Side Carefully for Instructions)



Please type or print legibly:

CMP Equipment & Truck Sales
Business Name

Jon Hoppi's
Owner's Name

84-4103621
Federal Employer Identification Number (FEIN) or SSN of Owner

PO Box 850991
Mailing Address

Yukon OK 73085
City, State, Zip

16915 W. Hefner El Reno, OK 73076
Lot Location Address (PO Box number will not suffice)

Trailer Dealer Number: _____

Person to Contact for Information:
Jon Hoppi's
Contact Name

405-255-1540
Contact Telephone Number

We have a sales contract or franchise with the following manufacturers:

BRAND OR TRADE NAME	MANUFACTURER
<u>Double A Trailer</u>	<u>TMB Manufacturing</u>

Please Check One:

☒ **Original Application**
(First time application for Dealer Plates)

2 Vehicle Plates (\$21.00) \$ 42.00

Environmental Plates (\$56.00) \$ _____

Mail Fee: \$6.15 per plate \$ 12.30

Total Amount Due \$ 54.30

☐ **Additional Plates**
(To order more Dealer Plates after initial issue.)

Vehicle Plates (\$21.00) \$ _____

Environmental Plates (\$56.00) \$ _____

Mail Fee \$6.15 per plate \$ _____

Total Amount Due \$ _____

☐ **Renewal of Current Plates:** (Decal only, for renewal of Dealer Plates)

Vehicle Decals (\$21.00) \$ _____

Environmental Decals (\$56.00) \$ _____

Penalties/Late Fees (See Instructions) \$ _____

Mail Fee: \$1.66 per every 5 decals \$ _____

(\$1.66 Minimum)

Total Amount Due \$ _____

Renewal applications must be received by December 31st. After December 31st there will be a Late Fee of \$0.25 per plate per day for 31 days. After January 31st the Late Fee is \$10.00 per plate.

☐ **Replacement Plates or Decals (Check one type of replacement):**

☐ **Decal Only** (Requires Signed Notarized Statement)

Decals (\$9.00) \$ _____

Mail Fee: \$1.66 per every 5 decals \$ _____

Total Amount Due \$ _____

☐ **Plate with Decal** (Requires Police Report or Plate)

Vehicle Plates (\$9.00) \$ _____

Environmental Plates (\$9.00) \$ _____

Mail Fee: \$6.15 per plate \$ _____

Total Amount Due \$ _____

Total Amount Submitted \$ 54.30

List Lost/Stolen Dealer Plates:

--	--	--	--

List Missing Decals (e.g. 1S123456)

--	--	--	--

FOR SERVICE OKLAHOMA USE ONLY (TEMPORARY DIR TAGS)

Date of Application: _____

Number of Temporary Tags: _____

FOR SERVICE OKLAHOMA USE ONLY

Current Issue: _____

Plates Ordered: _____

MotorVehicle (AGENCY\352335) 1 of 7 pages selected Page 5 of 7



Appendix B: Example Letter to Customer Requesting Missing Fees



Motor Vehicle Division

ROUTE 66 CARS AND TRUCKS'
25055 S HIGHWAY 66
CLAREMORE OK 74019

Dealer number: UD06945

Dear Taxpayer,

Our office has received your application. It cannot be processed for the following reason:

We did not receive enough money. We need additional **\$13.00** in order to process your request. PLEASE CALL USE WITH THE 11 DIGIT NUMBER OFF THE BACK OF THE CHECK, ONCE YOUR CHECK CLEARS.

You may return the payment with this letter and any attached correspondence to:

Service Oklahoma
Motor Vehicle Division
PO Box 26940
Oklahoma City, OK 73126-9061

If you have any further questions, you may e-mail at mvdealerplates@service.ok.gov, or call at (In-State Toll-Free) (800) 522-8165 ext. 1-3669 or (directly) at (405) 521-3669

Motor Vehicle Division

Service Oklahoma
405.521.3669 | oklahoma.gov/service



Appendix C: Numbering System for Dealer Plates

Important for All dealer plates: The letter(s) in the plate mask indicates the type of dealer. The first series of numbers to the left of the letter on the plate mask is the Dealer's number. The second series of plate numbers on the right of the letter on the plate mask is the plate sequence number (i.e. 1234UD017 would be plate 17 for UD1234).

Type	Type Code	IMS Order Code	Dealer Number Mask	Dealer Plate Mask
New Motor Vehicle Dealer ¹	10	D10	D##### or D#####	####D### or #####D###
New Motor Vehicle Dealer – Environmental Tags ¹	10	E10	D##### or D#####	####D### or #####D###
New Motorcycle Dealer ¹	11	DM1	D###	###ND###
Automobile Manufacturer/Distributor ¹	13	DM3	###MFG	###MG###
Motorcycle Manufacturer/Distributor ¹	14	DM4	MFG###	###MG###
Used Automobile Dealer ²	15	D15	UD#####	####UD###
Used Automobile Dealer – Environmental Tags ²	15	E15	UD#####	####UD###
Used Motorcycle Dealer ² (Drop first digit on plate)	15	DM2	UD#####	####UD##
Wholesale Automobile Dealer ²	16	D16	W#####	#####W###
Wholesale Automobile Dealer – Environmental Tags ²	16	E16	W#####	#####W###
Wholesale Motorcycle Dealer ^{2, 3}	16	DM5	W#####	####WD##
New Motor Home Dealer ^{1, 6}	17	D11	D8#### or D8#####	8####D### or 8#####D###

New Motor Home Dealer – Environmental Tags ^{1, 6}	17	E11	D8### or D8####	8###D### or 8####D###
In-Transit Tags – Manufactured Home Transporter	20		K#### or K#####	K#### or K#####
In-Transit Tags – Motor Vehicle Transporter	21		K#### or K#####	K#### or K#####
Manufactured Home Dealer ²	30	D30	MH####	####MH###
Manufactured Home Dealer – Environmental Tags	30	E30	MH####	####MH###
New Commercial Trailer Dealer ^{4, 7}	31	D31	C9### or C9####	9###C### or 9####C###
New Commercial Trailer Dealer – Environmental Tags ^{4, 7}	31	E31	C9### or C9####	9###C### or 9####C###
New Travel Trailer Dealer ^{4, 5, 8}	32	D32	T85## or T85###	85##T### or 85###T###
New Travel Trailer Dealer – Environmental Tags ^{4, 5, 8}	32	E32	T85## or T85###	85##T### or 85###T###
Used Commercial Trailer Dealer ⁴	41	D41	###CT	###CT###
Used Commercial Trailer Dealer – Environmental Tags ⁴	41	E41	###CT	###CT###
Used Travel Trailer Dealer ⁴	42	D42	###TV	###TV###
Used Travel Trailer Dealer – Environmental Tags ⁴	42	E42	###TV	###TV###
Charitable Organization Demonstration	CHD		CH####	####CH###

Numbering System for dealer plates – Notes:



1. Dealers are licensed by the Motor Vehicle Commission. Dealer numbers are issued by Oklahoma Tax Commission / Dealer Plate Licensing.
2. Dealers are licensed and dealer numbers are issued by the Used Motor Vehicle and Parts Commission.
3. On Wholesale Motorcycle tags the first number is dropped off from the dealer number to allow ninety-nine sequence numbers.
4. Dealers are licensed and dealer numbers are issued by Oklahoma Tax Commission / Dealer Plate Licensing.
5. As of January 1st, 2012, Dealers will be licensed by the Motor Vehicle Commission. Dealer numbers will continue to be issued by Oklahoma Tax Commission / Dealer Plate Licensing.
6. New Motor Home Dealer numbers will start at D8000 and run thru D8499 and D80000 and run thru D84999.
7. New Commercial Trailer Dealer numbers will start at D9000 and run thru D9999 and D90000 and will run thru D99999.
8. New Travel Trailer Dealer numbers will start at D8500 and run thru D8999 and D85000 and run thru D85999.

Appendix D: Dealer Plates Pricing

Dealer Plates (All plates come with decals)	
Regular Automobile or Motorcycle	\$21.00 + Mail Fee
Environmental Automobile	\$56.00 + Mail Fee

Renewal Decals	
Regular Automobile or Motorcycle	\$21.00 + Mail Fee
Environmental Automobile	\$56.00 + Mail Fee

In-Transit Plates (K-Plates)	
All Vehicle Types	\$21.00 + Mail Fee

Replacement Fees (All plate types)	
Plates w/Decal	\$9.00 + Mail Fee
Decal Only	\$9.00 + Mail Fee

Penalty Fees (Late Fees)	
Month of January	\$0.25 per day per plate
February 1 st thru December	\$10.00 per plate

Mail Fees	
Plates	\$6.60 per plate
Decals	\$1.73 per 5 decals

New Motor Vehicle Dealers

Appendix E: New Motor Vehicle Dealer License Plate Notes

- All dealer plates expire on December 31st of each year. Renewals will be sent to all current dealers on the last week of September or the 1st week of October.
- Dealer plates are assigned to dealers and are not assigned to individual vehicles. Decals are not assigned to individual dealer plates.
- New automobile/truck dealers cannot use motorcycle plates and motorcycle dealers cannot use automobile plates.
- Original applications will usually be emailed to the dealer plate section from the New Motor Vehicle Commission (MVC) and must be signed. However, they may also be mailed in or brought in to Service Oklahoma by the applicant.
- Renewal, additional plate, and replacement plate applications will either be mailed in, brought to SOK, or filed through OkCars by the applicant.
- All applications must be accompanied by payment.
- Dealer must verify that they are in possession of all plates listed on the Service Oklahoma computer inventory at time of renewal.
- If the applicant overpaid or underpaid less than \$3.00, add a tolerance adjustment. If the applicant overpaid more than \$3.00, refund the difference between the paid and owed.
- When an application is received, verify all information to make sure it is complete. All applicant information must be provided, including the mailing address, the location address (you cannot park a car in a PO Box), the FEIN or SSN of the owner, and the contact information with a valid phone number.
- If it is an original application the applicant must also list the manufacturers of the vehicles they sell. If this is an original application the applicant will not have a dealer number to list on their form.

- Verify the total amount due is correct on all applications. Circle the correct total amount due and initial the amount.
- Dealer plates expire on December 31st each year. If the renewal application is not post-marked by December 31st, the applicant will be charged a late fee of \$0.25 per plate per day for the month of January. Starting February 1st, the late fee will be flat at \$10.00 per plate.

Appendix F: New Motor Vehicle Dealer Replacement Plate Notes

- If plates/decals are lost/stolen, the applicant must provide a police report for the lost/stolen plates/decals. Missing plates are considered lost, and a police report must be provided. If for some reason the police department will not take a report on the missing/stolen plates/decals, the applicant may provide a signed and notarized statement. This statement must include the dealership name, dealer number, name of the police department, name of the officer they talked to, date they attempted to make the police report, missing plate/decal numbers, and what happened to the lost/stolen plates/decals to the best of the applicant's knowledge.
- If **decals only** are lost/stolen, the applicant may provide a signed and notarized statement. This statement must include the dealership name, dealer number, missing decal numbers and what happened to the lost/stolen decals to the best of the applicant's knowledge.
- If the applicant is ordering a replacement plate at any time other than renewal season, they must provide our office with the decal number of the year decal that was on the lost/stolen plate.
- Mutilated plate/decals must be returned by the applicant. If the applicant no longer has the plates/decals in their possession because they destroyed them, the applicant can provide a signed and notarized statement stating what was done with the plate/decal.
- If the application is for an additional or replacement plate, give the application to the MV Lead most knowledgeable in dealer plates.
- If the application is for a **replacement decal only**, anyone can issue the decal.

Appendix G: New Motor Vehicle Dealer Temporary Plates Notes

- Temporary dealer plates are issued only for original applications. Dealers receive 1 temporary dealer plate for each dealer plate ordered after the 1st plate. (E.g. a new dealer who wants 5 plates will receive 1 metal plate and 4 temporary dealer plates (numbered 2 of 5 and 3 of 5, etc.).)
- Temporary dealer plates are used the same as regular metal dealer plates and may be laminated.



- Temporary dealer plates may be reissued if the regular metal plates have not arrived by the expiration date of the temporary dealer plate.
- The system will generate temporary plates at time of new dealer registration. Plates will show dealer name, issue date, dealer number, and expiration date (12 weeks from issue date).

Used Motor Vehicle Dealers

Appendix H: Used Motor Vehicle Dealer License Plate Notes

- Used Dealers and Wholesale Dealers are not required to have dealer plates.
- All dealer plates expire on December 31st of each year. Renewals will be sent to all current Dealers on the last week of September or the 1st week of October.
- Dealer plates are assigned to dealers and are not assigned to individual vehicles. Decals are not assigned to individual dealer plates.
- Renewal, additional plate, and replacement plate applications will either be mailed in, brought to SOK, or filed through OkCars by the applicant.
- All applications must be accompanied by payment.
- Dealer must verify that they are in possession of all plates listed on the Service Oklahoma computer inventory at time of renewal.
- If the applicant overpaid or underpaid less than \$3.00, add a tolerance adjustment. If the applicant overpaid more than \$3.00, refund the difference between the paid and owed.
- When an application is received, verify all information to make sure it is complete. All applicant information must be provided, including the mailing address, the location address (you cannot park a car in a PO Box), the FEIN or SSN of the owner, and the contact information with a valid phone number.
- Verify the total amount due is correct on all applications. Circle the correct total amount due and initial the amount.
- Regular plates are \$21.00 each. Environmental plates are \$56.00 each. Replacement plates are \$9.00. The cost of the decal is included in the cost of the plate. There is a mail fee of \$4.00 per plate for each plate mailed.
- All used dealers, wholesale dealers, and manufactured home dealers must renew their license every two years (odd). SOK will not be able to renew plates until their license is in good.

Appendix I: Used Motor Vehicle Dealer Replacement Plate Notes

- If plates/decals are lost/stolen, the applicant must provide a police report for the lost/stolen plates/decals. Missing plates are considered lost, and a police report must be

provided. If for some reason the police department will not take a report on the missing/stolen plates/decals, the applicant may provide a signed and notarized statement. This statement must include the dealership name, dealer number, name of the police department, name of the officer they talked to, date they attempted to make the police report, missing plate/decal numbers, and what happened to the lost/stolen plates/decals to the best of the applicant's knowledge.

- If **decals only** are lost/stolen, the applicant may provide a signed and notarized statement. This statement must include the dealership name, dealer number, missing decal numbers and what happened to the lost/stolen decals to the best of the applicant's knowledge.
- If the applicant is ordering a replacement plate at any time other than renewal season, they must provide our office with the decal number of the year decal that was on the lost/stolen plate.
- Mutilated plate/decals must be returned by the applicant. If the applicant no longer has the plates/decals in their possession because they destroyed them, the applicant can provide a signed and notarized statement stating what was done with the plate/decal.
- If the application is for an additional or replacement plate, give the application to the MV Lead most knowledgeable in dealer plates.
- If the application is for a **replacement decal only**, anyone can issue the decal.

Appendix J: Used Motor Vehicle Dealer Temporary Plate Notes

Note: Temporary plates can only be issued if the applicant's license is current with [UMVPC](#).

- Temporary dealer plates are issued only for original applications. Dealers receive one temporary dealer plate for each dealer plate ordered.
- Temporary dealer plates are used the same as regular metal dealer plates and may be laminated.
- Temporary dealer plates may be reissued if the regular metal plates have not arrived by the expiration date of the temporary dealer plate.
- The system will generate temporary plates at time of new dealer registration. Plates will show dealer name, issue date, dealer number, and expiration date (12 weeks from issue date).

New Trailer Dealers

Appendix K: New Trailer Dealer License Plate Notes

Difference Between Commercial and Travel Trailers



A New Travel Trailer Dealer License covers new recreational 5th wheels and trailers. **All travel trailers must be titled and registered.** No sales tax is charged on travel trailers since the buyer is charged excise tax when they register the vehicle.

Horse trailers and **horse trailers with living quarters** are considered commercial/utility trailers. These trailers can be registered with the state as a travel trailer.

All other trailers are considered commercial/utility trailers. Sales tax will be charged for all commercial/utility trailers, unless:

1. The dealer provides a Sales Tax Exemption Permit
2. The buyer indicates that they are going to title and register the trailer with the state of Oklahoma or
3. The buyer indicates that the trailer is being used for any type of business purposes (these trailers **must be titled and registered** with the state of Oklahoma).

If the buyer has paid sales tax and titles and registers the trailer, they can call the Sales Tax division of the Oklahoma Tax Commission and request a refund of the sales tax paid (after they have titled and registered the trailer).

General Notes

- New travel trailer and commercial/utility trailer dealers are required to provide 30-day plates for each trailer sold.
- All dealer plates expire on December 31st of each year. Renewals will be sent to all current dealers on the last week of September or the 1st week of October.
- Dealer plates are assigned to dealers and are not assigned to individual vehicles. Decals are not assigned to individual dealer plates.
- **FOR TRAVEL TRAILERS ONLY:** Original applications will usually be emailed to the dealer plate section from the New Motor Vehicle Commission (MVC) and must be signed by Marilyn Maxwell; however, they may also be mailed in or brought in to Service Oklahoma by the applicant.
- **FOR COMMERCIAL/UTILITY TRAILERS:** The applicant may either mail in the application or bring the application into Service Oklahoma. When applications are mailed in, they may be accompanied with checks or may come with the money already deposited with a depository bundle sheet. If the application is received in a bundle, make sure the bundle has been checked by the Primary Dealer Processor and has been issued a bundle number.
- Renewal, additional plate, and replacement plate applications will either be mailed in, brought to SOK, or filed through OkCars by the applicant.
- All applications must be accompanied by payment.
- Dealer must verify that they are in possession of all plates listed on the Service Oklahoma computer inventory at time of renewal.
- If the applicant overpaid or underpaid less than \$3.00, process a tolerance adjustment. If the applicant overpaid more than \$3.00 refund the difference between the two.

- When an application is received, verify all information to make sure it is complete. All applicant information must be provided, including the mailing address, the location address (you cannot park a car in a PO Box), the FEIN or SSN of the owner, and the contact information with a valid phone number.
- The new commercial / utility trailer dealer license application must be signed and notarized. The notarization must include the notary information and be stamped or crimped.
- Verify the total amount due is correct on all applications. Circle the correct total amount due and initial the amount.
- Dealer plates expire on December 31st each year. If the renewal application is not post-marked by December 31st, the applicant will be charged a late fee of \$0.25 per plate per day for the month of January. Starting February 1st, the late fee will be flat at \$10.00 per plate.
- **For New Travel Trailer Dealers:** New Travel Trailer Dealer applicants are not required to provide a copy of their franchise agreements / letters or manufacturer's tax exemption permits, as this information will be provided by the Motor Vehicle Commission.
- **For Commercial/Utility Trailers:** New Trailer Dealer applicants must list the manufacturers of the vehicles they sell. For original and renewal applications, they must provide copies of their franchise agreements or letters of franchisement dated within the last year. If the dealership is the manufacturer of the trailers they must provide a current copy of their manufacturers tax exemption permit. If they do not qualify for the manufacturer's tax exemption permit, they may include a signed and notarized statement, saying that they are the manufacturer and do not qualify under Oklahoma Law for the manufacturer tax exemption permit.

Appendix L: New Trailer Dealer Replacement Plate Notes

- If plates/decals are lost/stolen, the applicant must provide a police report for the lost/stolen plates/decals. Missing plates are considered lost, and a police report must be provided. If for some reason the police department will not take a report on the missing/stolen plates/decals, the applicant may provide a signed and notarized statement. This statement must include the dealership name, dealer number, name of the police department, name of the officer they talked to, date they attempted to make the police report, missing plate/decal numbers, and what happened to the lost/stolen plates/decals to the best of the applicant's knowledge.
- If **decals only** are lost/stolen, the applicant may provide a signed and notarized statement. This statement must include the dealership name, dealer number, missing decal numbers and what happened to the lost/stolen decals to the best of the applicant's knowledge.
- If the applicant is ordering a replacement plate at any time other than renewal season, they must provide our office with the decal number of the year decal that was on the lost/stolen plate.



- Mutilated plate/decals must be returned by the applicant. If the applicant no longer has the plates/decals in their possession because they destroyed them, the applicant can provide a signed and notarized statement stating what was done with the plate/decal.
- If the application is for an additional or replacement plate, give the application to the MV Lead most knowledgeable in dealer plates.
- If the application is for a **replacement decal only**, anyone can issue the decal.

Appendix L: New Trailer Dealer Temporary Plate Notes

- Temporary dealer plates are issued only for original applications. Dealers receive 1 temporary dealer plate for each dealer plate ordered after the 1st plate.
- Temporary dealer plates are used the same as regular metal dealer plates and may be laminated.
- Temporary dealer plates may be reissued if the regular metal plates have not arrived by the expiration date of the temporary dealer plate.
- The system will generate temporary plates at time of new dealer registration. Plates will show dealer name, issue date, dealer number, and expiration date (12 weeks from issue date).

Used Trailer Dealers

Appendix M: Used Trailer Dealer License Plate Notes

Difference Between Commercial and Travel Trailers

A New Travel Trailer Dealer License covers new recreational 5th wheels and trailers. **All travel trailers must be titled and registered.** No sales tax is charged on travel trailers since the buyer is charged excise tax when they register the vehicle.

Horse trailers and **horse trailers with living quarters** are considered commercial/utility trailers. These trailers can be registered with the state as a travel trailer.

All other trailers are considered commercial/utility trailers. Sales tax will be charged for all commercial/utility trailers, unless:

1. The dealer provides a Sales Tax Exemption Permit
2. The buyer indicates that they are going to title and register the trailer with the state of Oklahoma or
3. The buyer indicates that the trailer is being used for any type of business purposes (these trailers **must be titled and registered** with the state of Oklahoma).

If the buyer has paid sales tax and titles and registers the trailer, they can call the Sales Tax division of the Oklahoma Tax Commission and request a refund of the sales tax paid (after they have titled and registered the trailer).

General Notes



- New travel trailer and commercial/utility trailer dealers are required to provide 30-day plates for each trailer sold.
- All dealer plates expire on December 31st of each year. Renewals will be sent to all current dealers on the last week of September or the 1st week of October.
- Dealer plates are assigned to dealers and are not assigned to individual vehicles. Decals are not assigned to individual dealer plates.
- Renewal, additional plate, and replacement plate applications will either be mailed in, brought to SOK, or filed through OkCars by the applicant.
- All applications must be accompanied by payment.
- Dealer must verify that they are in possession of all plates listed on the Service Oklahoma computer inventory at time of renewal.
- Verify the total amount due is correct on all applications. Circle the correct total amount due and initial the amount.
- If the applicant overpaid or underpaid less than \$3.00, add a tolerance adjustment. If the applicant overpaid more than \$3.00, refund the difference between the paid and owed.
- When an application is received, verify all information to make sure it is complete. All applicant information must be provided, including the mailing address, the location address (you cannot park a car in a PO Box), the FEIN or SSN of the owner, and the contact information with a valid phone number.
- The used commercial/utility or travel trailer dealer license application must be signed and notarized. The notarization must include the notary information and be stamped or crimped.

Appendix N: Used Trailer Dealer Replacement Plate Notes

- If plates/decals are lost/stolen, the applicant must provide a police report for the lost/stolen plates/decals. Missing plates are considered lost, and a police report must be provided. If for some reason the police department will not take a report on the missing/stolen plates/decals, the applicant may provide a signed and notarized statement. This statement must include the dealership name, dealer number, name of the police department, name of the officer they talked to, date they attempted to make the police report, missing plate/decal numbers, and what happened to the lost/stolen plates/decals to the best of the applicant's knowledge.
- If **decals only** are lost/stolen, the applicant may provide a signed and notarized statement. This statement must include the dealership name, dealer number, missing decal numbers and what happened to the lost/stolen decals to the best of the applicant's knowledge.

- If the applicant is ordering a replacement plate at any time other than renewal season, they must provide our office with the decal number of the year decal that was on the lost/stolen plate.
- Mutilated plate/decals must be returned by the applicant. If the applicant no longer has the plates/decals in their possession because they destroyed them, the applicant can provide a signed and notarized statement stating what was done with the plate/decal.
- If the application is for an additional or replacement plate, give the application to the MV Lead most knowledgeable in dealer plates.

Appendix O: Used Trailer Dealer Temporary Plate Notes

- Temporary dealer plates are issued only for original applications. Dealers receive 1 temporary dealer plate for each dealer plate ordered after the 1st plate.
- Temporary dealer plates are used the same as regular metal dealer plates and may be laminated.
- Temporary dealer plates may be reissued if the regular metal plates have not arrived by the expiration date of the temporary dealer plate.
- The system will generate temporary plates at time of new dealer registration. Plates will show dealer name, issue date, dealer number, and expiration date (12 weeks from issue date).

Manufactured Home Dealers

Appendix P: Manufactured Home Dealer License Plate Notes

- Manufactured Home Dealers are not required to have dealer plates.
- Manufactured Home Dealers who transport new manufactured homes they have sold must use dealer plates on the manufactured homes and to acquire a moving permit from the Oklahoma Department of Safety.
- Manufactured Home Dealers who transport used manufactured homes they have sold must use the manufactured home plate that was issued to the manufactured home when that home was registered and titled with the state of Oklahoma.
- All dealer plates expire on December 31st of each year. Renewals will be sent to all current dealers on the last week of September or the 1st week of October.
- Dealer plates are assigned to dealers and are not assigned to individual vehicles. Decals are not assigned to individual dealer plates.
- Renewal, additional plate, and replacement plate applications will either be mailed in, brought to SOK, or filed through OkCars by the applicant.
- All applications must be accompanied by payment.



- Dealer must verify that they are in possession of all plates listed on the Service Oklahoma computer inventory at time of renewal.
- If the applicant overpaid or underpaid less than \$3.00, add a tolerance adjustment. If the applicant overpaid more than \$3.00, refund the difference between the paid and owed
- When an application is received, verify all information to make sure it is complete. All applicant information must be provided, including the mailing address, the location address (you cannot park a car in a PO Box), the FEIN or SSN of the owner, and the contact information with a valid phone number.
- Verify the total amount due is correct on all applications. Circle the correct total amount due and initial the amount.
- Dealer plates expire on December 31st each year. If the renewal application is not post-marked by December 31st, the applicant will be charged a late fee of \$0.25 per plate per day for the month of January. Starting February 1st, the late fee will be flat at \$10.00 per plate.

Appendix Q: Manufactured Home Dealer Replacement Plate Notes

- If plates/decals are lost/stolen, the applicant must provide a police report for the lost/stolen plates/decals. Missing plates are considered lost, and a police report must be provided. If for some reason the police department will not take a report on the missing/stolen plates/decals, the applicant may provide a signed and notarized statement. This statement must include the dealership name, dealer number, name of the police department, name of the officer they talked to, date they attempted to make the police report, missing plate/decal numbers, and what happened to the lost/stolen plates/decals to the best of the applicant's knowledge.
- If **decals only** are lost/stolen, the applicant may provide a signed and notarized statement. This statement must include the dealership name, dealer number, missing decal numbers and what happened to the lost/stolen decals to the best of the applicant's knowledge.
- If the applicant is ordering a replacement plate at any time other than renewal season, they must provide our office with the decal number of the year decal that was on the lost/stolen plate.
- Mutilated plate/decals must be returned by the applicant. If the applicant no longer has the plates/decals in their possession because they destroyed them, the applicant can provide a signed and notarized statement stating what was done with the plate/decal.
- If the application is for an additional or replacement plate, give the application to the MV Lead most knowledgeable in dealer plates.
- If the application is for a **replacement decal only**, anyone can issue the decal.

Appendix R: Manufactured Home Dealer Temporary Plate Notes

Note: *Temporary plates can only be issued if the applicant's license is current with [UMVPC](#).*

- Temporary dealer plates are issued only for original applications. Dealers receive 1 temporary dealer plate for each dealer plate ordered after the 1st plate.
- Temporary dealer plates are used the same as regular metal dealer plates and may be laminated.
- Temporary dealer plates may be reissued if the regular metal plates have not arrived by the expiration date of the temporary dealer plate.
- The system will generate temporary plates at time of new dealer registration. Plates will show dealer name, issue date, dealer number, and expiration date (12 weeks from issue date).

Appendix S: In-Transit (K-Tags)

To qualify for an oversized overweight permit to transport manufactured home from the OK Department of Public Safety, the applicant must have one (1) of three (3) items:

- Manufactured Home Dealer tag,
- Oklahoma In-Transit tag or
- Manufactured home must be registered in Oklahoma and have the corresponding license plate(s)

This following is a list of information to assist in processing [In-Transit License Plate \(K-Tag\) applications](#).

Manufactured Home Transporters:

- The applicant must provide an OCC (Oklahoma Corporation Commission) number, an UCR (United Carrier Registration) number, or a MC (Motor Carrier) number.
- If the applicant is a manufactured home transporter and is transporting a used manufactured home, then the manufactured home must have regular Oklahoma manufactured home tags on it. They cannot use in-transit or dealer tags to transport a manufactured home.
- If the applicant is an Oklahoma manufactured home dealer, they cannot use in-transit tags to transport a manufactured home. They must use manufactured home dealer tags.
- If the applicant is both a manufactured home dealer and transports manufactured homes for other dealers, they must have manufactured home dealer plates for the manufactured homes they sell and in-transit plates for the new manufactured homes they transport for other dealers. Dealer tags cannot be used for hire.
- If the applicant is both a manufactured home dealer and manufactured home transporter for other dealers; both businesses must have separate names (i.e. they could have a



dealership named Johnson's Mobile Homes and a transport business named Johnson's Mobile Home Transporters)

Motor Vehicle Transporters

- To qualify for an in-transit tag for a motor vehicle transporter, you must be in the business of motor vehicle transport. Individuals are not eligible for in-transit tags.
- Motor Vehicles include automobiles, trucks, semi-tractors (only), and travel trailers/fifth wheels.
- Commercial/Utility trailers including semi-truck trailers, horse trailers or other utility trailers do not qualify for in-transit tags. Technically, these trailers do not have to be tagged in OK and therefore are not considered a motor vehicle.

General Notes

- Dealers cannot have in-transit plates - they must use their dealer plates for transport.
- For manufactured home transporters, in-transit plates are for transporters of new manufactured homes. Used manufactured homes must be registered and titled with current manufactured home plates.
- For motor vehicle transporters, in-transit plates are for transporters of motorized vehicles and travel trailers only. Transporters of commercial/utility trailers or animal/horse trailers are not eligible for in-transit plates.
- Every trip using an OK in-transit tag must either start or end in the state of OK or the trip can start and end in OK. If the trip starts in one city in Kansas, goes to another city in Kansas and then is transported to Oklahoma, the In-Transit tag is only valid on the trip from the second city in Kansas to Oklahoma. If a customer has to go from a state other than OK to another state that isn't OK, they have to talk to one of the other states about the permits or tags.
- In-transit plates expire on December 31st of the year issued and cannot be renewed.
- The applicant may either mail in the application or present the application to the Service Oklahoma office.
- All applications must be accompanied by payment.
- Verify all information on the application.
- Manufactured home transporters are required to have a Motor Carrier number (MC#) issued by the Federal Motor Carrier Safety Administration (FMCSA) or a United Carrier Registration number (UCR#) or an Oklahoma Corporation Commission number (also known as your OCC pin number) before an In-Transit plate can be issued. These numbers can be verified on the [FMCSA website](#).
- Make sure the application is signed, dated and notarized.

- If an in-transit plate is entered into the system incorrectly (e.g. the plate number is wrong, or the mail fee was forgotten), the plate must be voided and reissued.

References

Index of Forms for Dealers

1. [795-A - Used Dealer License Plate Application](#)
2. [795-B - Wholesale Dealer License Plate Application](#)
3. [796-A - New Dealer License Plate Application](#)
4. [796-B - Manufacturer/Distributor License Plate Application](#)
5. [791-1A - Used Commercial/Utility Trailer Dealer License and License Plate Application](#)
6. [792-2A - New Commercial/Utility Trailer Dealer License and License Plate Application](#)
7. [BM-22 Application for Off-Premises Permit To Display and Sell New Boats and Motors](#)
8. [BM-32 - Application for Used Boat and Motor Dealer License](#)
9. [BM-33 - Application for New and Used Boat and Motor Dealer License \(you will need BM-Financial Form also\)](#)
10. [BM-FS - Application for New and Used Boat and Motor Dealer License Financial Statement](#)
11. [782 - In-Transit License Plate Application AKA K-Tag](#)
12. [791-1B - Used Travel Trailer Dealer License and License Plate Application](#)
13. [792-2B - New Travel Trailer Dealer License and License Plate Application](#)
14. [792-3 - Manufactured Home Dealer License Plate Application](#)
15. [796-C - New Powersport Dealer License Plate Application](#)