

Colorado Auto Industry Change of Ownership Application

Business Name/DBA	License Number
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APPLICATION CHECKLIST
 Colorado law has certain requirements that must be met before a Change of Ownership license is authorized by the Motor Vehicle Dealer Board.

It is crucial that all aspects of the application are completed before submission to the Division for review. This includes all required documents attached to the basic application. Failure to complete the application requirements in full will result in delays and/or possible denial of your application for submitting an incomplete application.

Please use the following checklist to assist you through the application process. Additionally, the Division's website is a valuable tool that contains copies of forms needed to complete the application process. The website also contains additional information on the application process.

The website address is: *SBG.Colorado.gov/AID*

1 Application Completed and Signed - DR 2016 (2 total Pages including this Page)
 Type or clearly print an answer to every question. If a question does not apply to you, indicate so with an N/A. If you are unsure if a question applies to you or what information the form is asking you to provide, contact the Auto Industry Division office to seek clarification. If the available space is insufficient, continue on a separate sheet and precede each answer with the appropriate title. Sign and date the application. Notice: You are required by state law to provide your social security number. If you do not have a social security number, you must complete a sworn statement stating you do not have a social security number.

- 2 Attachments Required**
- DR 2097 - Mastery Examination Affidavit for each OK to Sell owner(s). (Note: The Mastery Exam must be completed prior to application)
 - DR 2114 - Statement of Financial Condition for the Applicant and all Owners OR if Business Disposal Dealer - Submit form DR 2997 Statement of Financial Condition.
 - DR 4679 - Affidavit - Restrictions on Public Benefits
 - DR 2109B - Addendum for each owner, partner, LLC/LLP member, stockholder (5% or more), director or officer must complete an addendum and sign on the signature line OR if Business Disposal Dealer - Submit form DR 2996 Application Addendum.
 - DR 2017 - Addendum to Ownership Change - Submit one form for each new owner.**
 - Constituent Filed Document
 - Surety Bond Letter from the bonding company verifying notice of change of ownership.
 - Copy of Secure and Verifiable Identification document. (See Division's website for clarification)
 - Certified COURT copies of all criminal history convictions, if applicable.
 - Certified COURT copies of all financial issues, if applicable. Documentation of proof of payment and/or payment plans, if applicable.

3 Verification of Fingerprints
 Provide a Verification of Fingerprints form (DR 2197) AND either a receipt/confirmation from a 3rd party vendor OR two (2) fingerprint cards. See the Auto Industry Division website listed above for specific requirements that must be met by all applicants.

4 Application Fee – Must be for exact amount
Fingerprint Fee – Fee must be paid to the Auto Industry Division OR provide a receipt or confirmation from a 3rd party vendor. For more information, see the Auto Industry Division Website.
 Submit all fees in the form of check or money order, payable to the Colorado Department of Revenue. Fees can be obtained online: *SBG.Colorado.gov/AID*

5 Submit Your Application (Note: Remember to sign and date the bottom of every Page where required)

The AID mailing address is listed at the top of this form.
 The physical address can be found on the AID website.

**DATE STAMP
 OFFICE USE ONLY**

FOR AUTO INDUSTRY DIVISION USE ONLY				
Data Entry Date	Criminal History Check	License #	Board Approval & Date	Fee Submitted

Change of Ownership Structure

1. Business Name/DBA		2. License Number			
3. Mailing Address (no PO Box)		4. City	5. State	6. ZIP	
7. Check Applicable Boxes <input type="checkbox"/> Redistributing interest among current ownership group <ul style="list-style-type: none"> <input type="checkbox"/> Redistribution only among approved associated persons with 5% or more interest <input type="checkbox"/> Redistribution gives person(s) more than 5% or more interest who did not have it before <input type="checkbox"/> Redistribution involves person(s) with less than 5% interest and will continue to possess less than 5% <input type="checkbox"/> Adding new person(s) <ul style="list-style-type: none"> <input type="checkbox"/> New person(s) who will have 5% or more interest <input type="checkbox"/> New person(s) who will have less than 5% interest 					
Current Ownership Structure					
8. Printed Name (Last, First, Middle)		Signature	Owner Ok to Sell? (Y/N)	Ownership %	
My signature above acknowledges the change of ownership.					
*List all persons and/or entities with ownership interest. If an entity (corporation, partnership, LLC, etc.) has interest, list all persons associated with such entity and their effective ownership in the license. Use additional sheets or attachments if necessary.					
Proposed Ownership Structure					
9. Printed Name (Last, First, Middle)		Signature	Owner Ok to Sell? (Y/N)	New Owner? (Y/N)	Ownership %
My signature above acknowledges the change of ownership.					
*List all persons and/or entities with ownership interest. If an entity (corporation, partnership, LLC, etc.) has interest, list all persons associated with such entity and their effective ownership in the license. Use additional sheets or attachments if necessary.					
10. I have read the foregoing application and I know the contents thereof. All matters and things therein set forth are true under penalty of perjury in the second degree. I agree to conform to all rules and regulations promulgated by the Motor Vehicle Dealer Board. I do hereby appoint the Executive Secretary of the Motor Vehicle Dealer Board as my true and lawful agent for the service of process in any action which may be hereafter commenced against me on any claim for damages alleged to have been suffered by any person by reason of the violation of any of the terms and provisions of Motor Vehicle Dealer Law. I hereby authorize the release to Board agents of any and all records pertaining to my employment and criminal background.					
11. Signature of person completing this form			12. Title		
13. Printed Name of person completing this form			14. Date (MM/DD/YY)		