



# BUYER'S LICENSE APPLICATION

Wisconsin Department of Transportation  
MV2941 8/2024 Ch. 218 Wis. Stats.

– FOR AUCTION USE ONLY –	– FOR DMV USE ONLY –
Auction Number:	Payment:
Auction Name:	Account:

Dealer License Number	Dealer License Expiration (mm/dd/yyyy)
Dealer Name	
Dealer Owner Name	Dealer Owner Phone No.
Dealer Street Address, City, State, ZIP Code	
Dealer (Area Code) Telephone Number	
Dealer Email Address	
Applicant Driver License Number <b>OR</b> Photo ID Number	Applicant State License or ID
Applicant Social Security Number (for verification purposes)	
Applicant Name (Last, First, MI)	
Applicant (Area Code) Telephone Number	
Applicant Email Address	
Applicant Residence Street Address, City, State, ZIP Code	

Height	Weight	Eye Color	Hair Color
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Birth Date (m/d/yyyy)	

**DEALER'S STATEMENT** – I acknowledge I am responsible for the actions of the above-named applicant and certify they meet the United States Internal Revenue Service definition of an employee or contract employee.

Title
Print Name

**X** \_\_\_\_\_  
(Owner or Authorized Agent Signature) (Date – m/d/yyyy)

**APPLICATION TYPE**

In-State and Out-of-State Dealer

If Dealer license expires in **less** than 1 year, fee is \$6

If Dealer license expires in **more** than 1 year, fee is \$12

Original

Renewal

Duplicate (*check reason below*)

Lost  Destroyed  Stolen  Illegible

**APPLICANT'S STATEMENT** You must check a box for statement 1-2

Yes  No (1) Were you ever denied a Bid/Buyer/Sales/Rep or Dealer License\* in this or any other state?  
If Yes, please explain:

Yes No (2) Have you ever been convicted of a crime?  
If Yes, attach explanation.

\* A **Buyer's License** is required to submit bids and purchase motor vehicles held and offered for sale by a motor vehicle wholesale auctions. Employees of motor vehicle dealers are eligible for Buyer's Licenses.

I understand pursuant to s.218.0114 Wisconsin Statute that this license alone does not allow me to sell vehicles to retail customers in the state of Wisconsin.

I affirm under penalty of s. 946.32 or 345.17 Wisconsin Statutes, that the answers and statements on this application are true and correct. I understand that a misstatement on the application would result in the denial, suspension or revocation of my BUYERS license under Ch. 218 Wisconsin Statutes.

Print Name
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**X** \_\_\_\_\_  
(Employee/Applicant Signature) (Date – m/d/yyyy)

**In-State Buyer's License is valid until employing dealer's license expires. Out-of-State Buyer's License is valid until employing dealer's license expires, for a maximum of 12 months. The buyer's license expiration date will appear on your card.**

**All licenses are mailed to the dealer license credential address only**

### APPLICATION INSTRUCTIONS

1. A separate Buyer's License Application is required for each dealership for which you will be purchasing vehicles.
2. Complete the application in its entirety.
3. Submit a photocopy of the applicant's driver's license or other official government issued photo identification card.
4. Provide social security number. The buyer's license cannot be issued without it. Ch. 218.0114(21e)(a) and Ch. 218.0114(21e)(c)
5. Enter the motor vehicle dealer license number issued to the business. If the dealer is an out-of-state business, include with the application a PHOTOCOPY of the credential which is issued to the business by the regulating authority in that jurisdiction verifying the authority of the entity to do business.
6. Answer all Yes/No questions, explain all Yes answers.
7. Indicate the type of application: In-State or Out-of-State, original, renewal, or duplicate. Include the appropriate fee with the application. If a DUPLICATE application, indicate the reason. Include original Buyer's License with this application if not lost, stolen or destroyed. If a lost or stolen card is recovered after a duplicate is issued, return the recovered license.
8. Sign the application where applicant's signature is indicated.
9. Have Dealer's statement signed by an owner or authorized agent of the dealership.
10. Make check payable to: **Registration Fee Trust**
11. Submit completed application with check to:  
Wisconsin Department of Transportation  
Dealer and Agent Section  
P.O. Box 7909, Madison, WI 53707-7909

**NOTE:** If the dealer license is not in English, you must include an English translation. The license must allow buying and selling, not just importing and exporting, to qualify.

**Upon termination of employment, the Buyer's License shall be surrendered to the dealer or firm named on the license. This dealer or firm shall return the license to the department for cancellation at the address listed above.**

**Submit a Valid Copy of your Photo ID and Dealer License.** If you have questions, please call (608) 266-1425.