Georgia Dealer License Checklist

The steps to a Georgia used motor vehicle dealer license, in a practical order. The license is issued by the State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers at the Georgia Secretary of State.

How to use it: check each box as you finish. Use the exact same business name on every document: the application, bond, insurance, sales tax registration, sign, and phone listing. The Board checks that they match.

STEP 1 Choose your license path

- [ ] **Confirm you need a license.** Operating as a used motor vehicle dealer without a Board license is unlawful. Selling five or more used vehicles in a calendar year is evidence that you are in the business. It is not a free allowance of sales. O.C.G.A. § 43-47-7(a); § 43-47-2(17)
- [ ] **Retail, wholesale, or broker: one license covers all three.** Georgia has no separate wholesale or broker license. Wholesalers and brokers are deemed used motor vehicle dealers and file the same application, with the same office, bond, insurance, and class requirements. A retail lot that displays vehicles must show the display area in its photos and zoning certification. O.C.G.A. § 43-47-2(17)(A)
- [ ] **Brokers still need an office.** A broker who will not display inventory must still meet every established place of business requirement, except the vehicle display area. Rule 681-6-.01(b)

STEP 2 Set up the business

- [ ] **Form your business entity.** If you will be an LLC or corporation, register it with the Georgia Secretary of State Corporations Division (ecorp.sos.ga.gov). An LLC, corporation, or partnership names a designee who holds the license, attends the pre-licensing class, and is fingerprinted. Board Rules 681-12-.01, -.02
- [ ] **Get an EIN** (federal Employer Identification Number) from the IRS at irs.gov. There is no IRS fee.
- [ ] **Register for Georgia sales and use tax** with the Department of Revenue through the Georgia Tax Center. Proof of that registration goes with your application, and the Certificate of Registration (Form ST-2) is posted at your office once licensed. § 43-47-8; Rule 681-9-.02
- [ ] **Get a local business license** (city or county business or occupation tax certificate) for your office address. It is displayed in the office, and the Department of Revenue asks for a copy with your dealer plate application.

STEP 3 Secure an inspectable office

The Board calls this your established place of business. It must meet Board Rule 681-6-.01 and O.C.G.A. § 43-47-2(3) before you apply.

- [ ] **A permanent building** where your records are kept and sales are negotiated. An office suite is allowed if it has its own outside entrance, its own suite number, and is not shared with another business. Rules 681-6-.01, 681-3-.05
- [ ] **A working landline** listed in your business name. Cell phones are not accepted. Rule 681-6-.01(c)
- [ ] **A permanent, professionally made sign** in your trade name, with letters at least six inches high, visible from the street. Office suites also need signage at the building entrance, on the lobby directory, and outside the office door. Rule 681-6-.01(d), (e)
- [ ] **Zoning certification,** signed and notarized by your local zoning official, confirming the property is zoned for a used motor vehicle dealer and allows a permanent sign. Rule 681-9-.02
- [ ] **Photographs** of the inside, the outside, the sign, and the entire display area, for the application. Rule 681-3-.02

> If you lease a suite through AutoDealerGA, zoning documentation for that suite is provided for a one-time Zoning Certificate Fee, typically $100 (see page 4). Omni does not obtain zoning documents for locations not leased through the platform. For your own office, zoning is your responsibility and cost.

STEP 4 Bond, insurance, class, and background check

- [ ] **Surety bond of $50,000** for each licensed location, from a surety company authorized in Georgia. Get the original, in the exact business name, with power of attorney attached. O.C.G.A. § 43-47-8(d)
- [ ] **Garage liability insurance** of at least $50,000 per person, $100,000 per accident, and $25,000 property damage. Get an original Acord certificate that shows garage liability (auto liability alone and binders are not accepted), with your name and address exactly as on the application and the Board as certificate holder. § 43-47-8(e); Rule 681-3-.04
- [ ] **Pre-licensing class.** Complete a Board-approved seminar of four to six hours within the 12 months before you apply, and keep the certificate. The statute also allows a Board-approved exam instead, so ask the Board if one is offered. Use the provider list on sos.ga.gov. § 43-47-8; Rules 681-11-.01, -.02
- [ ] **Background check and fingerprints.** Fingerprints are taken by IdentoGO (IDEMIA). After your application is filed, pre-register at ga.state.identogo.com, then wait for the GBI/GAPS email to schedule your appointment. The applicant pays the fingerprint fees. Answer the arrest and conviction questions fully and attach certified court dispositions where required. § 43-47-8(c)

STEP 5 Apply in GOALS and pass inspection

- [ ] **Submit your application in GOALS,** the Secretary of State licensing portal (goals.sos.ga.gov). It is signed and notarized, with the fee on the Board's current fee schedule, plus your zoning certification, bond, insurance certificate, photos, class certificate, sales tax proof, and citizenship affidavit. Incomplete applications are withdrawn after 60 days.
  Rule 681-8-.01; Board how-to guide

- [ ] **Board inspection.** New applicants get a preliminary inspection before a license is issued. Do not submit until the office is fully ready. A failed inspection delays your review until it is fixed. April 2024 application; § 43-47-17

STEP 6 After you are licensed

- [ ] **Post and keep on site:** your dealer license and Form ST-2 displayed, and proof of your bond and insurance kept at the office for inspection. Keep required records at the office for three years. Rules 681-9-.02, 681-10-.01

- [ ] **Dealer plates from the Department of Revenue.** Apply online in DRIVES e-Services with Form MV-6 for your first application, Form MV-6A to authorize agents, and Form MV-6C for renewals. Include your business license, a publicly listed landline (no cell phones), Form ST-2, agent IDs, a citizenship affidavit, and photos. Fees are $80 for the master plate and $15 for each additional plate under SB 293, effective July 1, 2026. DOR Form MV-6 (Rev 06/2025) still prints $62 and $12, so confirm the amount at filing. Plates must be metal starting January 1, 2027. O.C.G.A. § 40-2-38

- [ ] **Monthly sales and use tax returns.** File a return with the Department of Revenue on or before the 20th of each month for the prior month. Filing is monthly for your first six months. After that, quarterly or annual filing requires written Department approval. File in the Georgia Tax Center. Confirm with the Department which of your sales belong on the return.
  O.C.G.A. § 48-8-49; Rule 560-12-1-.22

- [ ] **Title ad valorem tax is separate.** When you collect it on a sale, remit it with the title application to the county tag agent within 30 days of purchase. O.C.G.A. § 48-5C-1

- [ ] **Keep your bond and insurance in force.** The Board must get 30 days' written notice by certified mail before a cancellation, and a replacement is due within ten days. § 43-47-8(d), (e)

- [ ] **Renew every two years in GOALS.** Licenses expire September 30 of even-numbered years (next: September 30, 2028). Complete six hours of Board-approved continuing education within the nine months before renewal, with at least one hour on tags and titles. The late renewal period is October 1 to 31. Dealer plates renew separately with the Department of Revenue. § 43-47-8(g); Rules 295-2-.08, 681-13-.02

Not legal advice. This checklist is general information. Laws, rules, forms, and fees change, and some official sources currently disagree. Verify every item with the Georgia Board of Used Motor Vehicle Dealers (sos.ga.gov; 3920 Arkwright Rd., Ste 195, Macon, GA 31210) and the Georgia Department of Revenue (dor.georgia.gov) before you file. **Last updated: November 2026.**

Official sources: O.C.G.A. Title 43, Chapter 47 (§§ 43-47-2, -7, -8, -17); Board Rules Chapters 681-3, 681-6, 681-8 to 681-13; Joint Secretary Rule 295-2-.08; Board how-to guide and application packet (rev. April 2024) at sos.ga.gov; GOALS at goals.sos.ga.gov; SB 293 (2026); O.C.G.A. §§ 40-2-38, 48-8-49, 48-5C-1 and Rule 560-12-1-.22; Department of Revenue dealer registration and sales tax filing pages at dor.georgia.gov.

AutoDealerGA can help

AutoDealerGA is owned and operated by Omni Consultants, LLC. We can help with any step on this list. Here is every charge, what it covers, and what it does not, so there are no surprises.

FULL CONSULTING
$650 + state + provider fees

INCLUDED IN THE $650

Help registering your Georgia entity, EIN, and sales tax registration; compiling your dealer application; pointing you to a Board-approved class; introductions to bond and insurance agents; a notary when scheduled; packet review and photo collation; fingerprint pre-registration; and submitting through GOALS.

STATE AND PROVIDER FEES COLLECTED AT CHECKOUT

Georgia SOS company registration (state fee)	**$110**
GOALS application (state fee)	**$180**
Pre-license class, if we invoice it (provider fee)	**$159 per seat**

Set by agencies and providers, not by us, and may change. Omni pays them on your behalf.

PAID BY YOU DIRECTLY TO THIRD PARTIES, NOT TO US

Fingerprinting vendor fee (often about $50), surety bond premium, and insurance premium. Zoning for any office you bring yourself.

OFFICE SUITE, DOUGLASVILLE
$399/mo

Month-to-month lease with the building owner.

ONE TIME, ON YOUR FIRST BILL

First month's rent	**prorated**
Security deposit, held by the building owner (typical, varies by suite)	**$399**
Zoning Certificate Fee, zoning documentation for your suite (typical, varies by suite)	**$100**
Signage Fee (typical, varies by suite)	**$50**
Phone Install Fee (typical, varies by suite)	**$75**

MONTHLY, WITH RENT

Monthly Platform & Technology Charge (prorated the first month)	**$15.99**

UNDER THE LEASE, IF THEY APPLY

Douglas County septic evaluation fee of $150, paid to the County if it asks. Late charge of $50 plus $10 a day (up to $300) after the 5th, and 1.5% monthly interest on late amounts.

HOW AND WHEN YOU PAY

- Signing up for this checklist is free and does not start an application.
- Card only. We do not add a card processing fee or surcharge.
- Your card is saved when you apply, not charged. You are charged only when building management or our consultant approves. No charge if we can't place you or you don't accept.
- Once work starts, payments are final, and state fees are non-refundable once paid (Terms of Use, Section 8G).

WHAT WE DO NOT DO

- We are not a law firm and do not give legal advice. We are not the Board, the Secretary of State, or the Department of Revenue.
- We do not guarantee Board approval, an inspection result, zoning, or dealer plates. The Board decides.
- Timing depends on the state. Board processing is often 30 to 120 days after a complete submission. That is an estimate, not a promise.
- We do not obtain zoning documents for locations not leased through the platform.

Ready when you are. Start at www.autodealerga.com

Prices current as of November 2026 and subject to change. See autodealerga.com/pricing and your signed agreement, which controls. Office amounts are set by the building owner in your lease; consulting terms are in the Omni Consultants, LLC Consulting Agreement and the AutoDealerGA Terms of Use.