



Instructions / Checklist For Powersport Vehicle Dealers Who Are Currently Licensed Motor Vehicle Dealers

- Application** (DR 2109) – complete all requested information.
- Addendum** (DR 2109-B) – Each owner, partner, LLC/LLP members, stockholder, director or officers must answer all yes/no questions on the addendum and sign on the signature line. Make additional copies as necessary.
- Franchise Agreement** – If applying as a franchise dealer, please ensure that the manufacturer is licensed to do business in Colorado. You may ask them for a copy of their license or contact our office. **If the manufacturer is licensed, you must provide a letter authorizing you to sell their product.**
- Bond** – Please contact your bonding agent to request a bond rider. The bond rider needs to amend your existing bond and number. The bond rider must be amended to include language that the bond will also cover “powersports vehicles.” Attach the original bond rider to your application.
- License Fee** – See the Fee Schedule for the current year. Check should be made payable to the Department of Revenue. Licensing fees are subject to change on July 1 of each year.
- Affidavit** (DR 4679) – Each owner must complete this form for lawful presence in the US.
Not required for corporations, LLC, or LLP.
- Copy of Identification** – Each owner must attach copy of their identification to prove lawful presence. Please review emergency rules in order to understand what constitutes “Proof of Lawful Presence.” www.colorado.gov/revenue/aid see Licensing section.
- Salespeople** – Please attach a copy of each salesperson’s license (top portion of the license) that will be selling under the new Powersports License.

Salespeople selling under the new license must also provide a bond rider amending the language to include “powersports vehicles” and the amount of the bond should be increased to \$15,000. Contact your bond agent for the rider. Attach the bond rider to each sales license.