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Title 12—DEPARTMENT OF REVENUE
Division 10—Director of Revenue
Chapter 26—Dealer Licensure

12 CSR 10-26.010 Bona Fide Established Place of Business

PURPOSE: The department must determine that applicants/licensees such as boat dealers, boat manufacturers, motor vehicle dealers, wholesale motor vehicle dealers, motor vehicle manufacturers, public motor vehicle auctions and wholesale motor vehicle auctions maintain a bona fide established place of business. This rule establishes criteria that may be used in determining if this requirement has been met.

(1) In order to constitute a bona fide established place of business, hereinafter referred to as a "business location," for boat dealers, boat manufacturers, motor vehicle dealers, motor vehicle manufacturers, wholesale motor vehicle dealers, public motor vehicle auctions and wholesale motor vehicle auctions—

(A) The business location must be a permanently enclosed building or structure either owned or leased. The business location must be actually occupied and primarily used in whole, or in clearly designated and segregated part, as a place of business by the licensee for the manufacturing, selling, auctioning, bartering, trading or exchanging of motor vehicles, trailers or boats.

1. Example: An applicant for a motor vehicle dealer license maintains a building or structure primarily used in the operation of a business other than the sale or exchange of motor vehicles. As a sideline, the applicant desires to engage in the business of selling motor vehicles. The building or structure used primarily for some other business, other than the selling or exchanging of motor vehicles, does not qualify as a bona fide established place of business for the selling of motor vehicles unless an area is clearly designated and segregated and records are separately maintained for the purpose of selling, bartering, trading or exchanging of motor vehicles or trailers;

(B) The business location must be open regular business hours during which the public and the department are able to contact the licensee. Regular business hours for purposes of this rule shall be a minimum of twenty (20) hours per week, at least four (4) of the six (6) days of Monday through Saturday each week. Only hours falling between 6 a.m. and 10 p.m. will be considered by the department in the twenty (20) hour minimum. The business hours shall be posted at the business location. The business location must contain a working telephone (other than a mobile or cellular phone) in the licensee’s name with an advertised public number that must be maintained during the entire period of licensure;

(C) The licensee must maintain at the business location the books, records, files and other items required and necessary to conduct the business. Such items shall be accessible for inspection during regular business hours. If a licensee is also licensed as an auction, the auction records must be kept separately from the dealer records;

(D) Unless otherwise specified, the business location of a licensee other than a wholesale dealer or boat dealer must also contain an area or lot which shall not be a public street upon which one (1) or more vehicles may be displayed.

1. The display area or lot must be of sufficient size to physically accommodate vehicles of the type which the licensee is licensed to sell.

2. The display area or lot must be used exclusively for display by the licensee and must be situated to prevent confusion or uncertainty concerning its relationship to the licensee.

3. The display area or lot must provide unencumbered visibility from the nearest public street of the vehicles being sold by the licensee.

4. Auctions that are also licensed as dealers must maintain a display area or lot separate from the dealership lot for auction vehicles.

5. A licensee in more than one (1) class of business may use the same building and display area for all classes so long as each use is separately and clearly marked. Records must be maintained separately and separate signs as specified in subsection (1)(E), must be displayed;

(E) A licensee must display an exterior sign, if applicable.

1. A licensee except a wholesale motor vehicle dealer must display an exterior sign that shall be of a permanent nature, erected on the exterior of the structure or on the display area, constructed or painted and maintained to withstand reasonable weather conditions and the sign must be readable. The sign must:

A. Contain the name of the licensee.

The name does not need to be identical to the name appearing on the licensees’s license, so long as it is registered as a fictitious name with the secretary of state, is approved in writing by the line-make manufacturer, if applicable, and a copy of the fictitious name registration is provided to the department;
of the current license, a renewal application reflecting the new address should be filed instead of a change of address.

2. If the location change is not effective immediately upon filing the renewal application, a letter indicating the effective date of the address change must accompany the renewal application; and

(B) A photograph of the business location that meets the specifications required of new applicants.

(4) If a licensee changes the business name during the licensure year, the licensee must notify the department of the name change prior to operating under the new name. The following must be submitted to the department:

(A) A new application properly completed that indicates “Name Change Only” at the top of the application. The application is not required to be certified by authorized law enforcement;

(B) A photograph of the business location that meets the specifications required of new applicants and that clearly shows the business sign displaying the new business name; and

(C) A corporate surety bond, bond rider, or revision to the irrevocable letter of credit that reflects the licensee’s new business name.

(5) When a licensee changes its business name and/or location, it must also file the change with the Office of the Secretary of State.

(6) Each business location where a licensee, auctions, manufactures, sells or displays motor vehicles, trailers or boats must be licensed separately with the department. However, when a licensee has more than one (1) location in the same city or with the same city mailing address, the licensee may operate under the same name and license number by filing a proper application for each business location with the department and maintaining a bona fide place of business at each location. No additional fees are required for the additional locations in these two (2) cases.

(7) A licensee may store cars at a storage lot location other than at the licensed business location, provided the department is notified of the storage location and no sales activity occurs on the storage lot.


12 CSR 10-26.020 License Requirements for Auctions, Dealers and Manufacturers

PURPOSE: The department must determine whether applicants who apply for a license as a boat dealer, boat manufacturer, motor vehicle dealer, motor vehicle manufacturer, public motor vehicle auction or wholesale motor vehicle auction pursuant to sections 301.550 to 301.562, RSMo, have met the requirements outlined in the law. This rule clarifies these requirements.

(1) A separate license is required for each of the following categories of licenses:

(A) Motor vehicle dealers and/or motor vehicle manufacturers;

(B) Boat dealers and/or boat manufacturers; however, a motor vehicle dealer may purchase and sell up to five (5) vessels during each licensure period without licensing as a boat dealer;

(C) Wholesale motor vehicle dealers;

(D) Wholesale motor vehicle auctions; and

(E) Public motor vehicle auctions.

(2) An applicant must complete in full the designated application for a license.

(A) If the applicant is a partnership or corporation and is doing business under another name (d/b/a), the applicant must list its partnership or corporate name and its d/b/a name. For example, John Smith Brothers Incorporated d/b/a Smith Brother’s Used Cars. If the applicant is an individual, the business name must also be listed on the application.

(B) The business location name and address must be recorded on the application. A post office box number is not acceptable as a business location address.

(C) A separate “Mail to” address may only be listed on the application if the local postal authorities confirm, in a letter signed by an authorized representative of the post office, that it cannot or will not deliver mail to the business address due to security reasons such as theft or vandalism. The lack of a proper mail receptacle is not justification for the use of a “Mail to” address.

(D) Applicants obtaining a manufacturer’s license must submit a letter that lists the makes of all motor vehicles/trailers/boats they will manufacture. If licensing as a “final stage” manufacturer/converter, the makes of all vehicle bodies, i.e., dump, hoist, coach, etc., they will manufacture and a brief description of the business must accompany the application.

(E) Each applicant, officer or owner for a license must list on the application his or her driver’s license number, birthdate, home address, Social Security number and/or Federal Employee Identification Number.

(F) The application must be certified by an authorized law enforcement agency/officer. Applicants who are licensed within two (2) months of the license expiration period shall not be required to have his or her renewal application certified by a law enforcement agency/officer provided the renewal is filed before the present license expires.

(3) The corporate surety bond or an irrevocable letter of credit required in section 301.560.1(4), RSMo, shall be filed with the application and shall be maintained for the entire licensure period. The bond or letter of credit must either be irrevocable for the entire licensure period or by its terms require that the bonding company or entity issuing the bond or letter of credit to notify the department at least thirty (30) days prior to the cancellation or revocation date. Failure of the licensee to submit a valid bond or irrevocable letter of credit to the department prior to the date of cancellation/revocation shall result in immediate cancellation and revocation of the license, which shall not be stayed by a request for review.

(4) The photograph of the bona fide established place of business may be either a black and white or color photograph and must be at least four inches by six inches (4" × 6") but shall not exceed eight inches by ten inches (8" × 10"). Digitized photographs are not acceptable. If more than one (1) photograph is necessary to show the building, lot and sign, if applicable, a statement, signed by the applicant, must accompany the photograph explaining that all photographs were taken at the same address.

(A) A temporary sign may be used (as set forth in 12 CSR 10-26.010(1)(E)(2). If this is the case, a copy of the sign order and a picture of the temporary sign must be submitted with the application.

(5) For purposes of the franchise agreement requirement in section 301.559, RSMo, a letter of appointment or similar document signed by an authorized representative of the manufacturer will satisfy this requirement. The document must include the name and address of the franchise, the effective date of the franchise agreement, the expiration date of the franchise agreement, if applicable, and the make(s) of vehicle(s) the franchisee is
The department will mail all licenses issued to the registered business address of the licensee. The licenses must be prominently displayed at the place of business.

(3) For renewal of a license of a motor vehicle dealer or a boat dealer, an applicant must submit all previous monthly sales reports that document at least six (6) sales made during the last year licensed, if the applicant was licensed for the full calendar year. For licensure less than one (1) year, the department will prorate the six (6) sales requirement provided in section 301.550, RSMo, by requiring one (1) sale for each full two (2)-month period licensed.

12 CSR 10-26.040 Fees

PURPOSE: This rule sets forth the fees payable to the department for dealer licenses.

(1) License fees must be submitted by applicants according to the fee schedule established below:

(A) Motor Vehicle Dealer and/or Manufacturer $150
(B) Boat Dealer and/or Boat Manufacturer $ 80
(C) Wholesale or Public Auction $150
(D) Wholesale Motor Vehicle Dealer $150

(2) An additional fifty-dollar ($50) fee must be paid by each applicant for the first dealer license plate or certificate of number. Any additional dealer license plates or certificates of number may be obtained for ten dollars and fifty cents ($10.50) each.

(3) If a license is lost, stolen or destroyed, the licensee may obtain a replacement license for a fee of eight dollars and fifty cents ($8.50).

(4) When application for a license is made after the first month of a registration cycle, the license fee, the fifty-dollar ($50) fee for the initial dealer license plate and additional plate(s)/certificate(s) of number fees shall be prorated on a twelve (12)-month basis. A renewal applicant is subject to the same fees without proration, regardless of the date the application is received.

12 CSR 10-26.050 Business Records Required to be Maintained by Licensees

PURPOSE: This rule establishes the business records to be retained by boat dealers, boat manufacturers, motor vehicle dealers, wholesale motor vehicle dealers and motor vehicle manufacturers.

(1) A licensee shall maintain clear and complete books, records, files and other matters required and necessary to conduct the business of manufacturing and/or selling motor vehicles, trailers and/or boats including but not limited to titles, riders, disclosure statements, affidavits, inventory and related documentation.

(2) The licensee shall have sufficient proof of ownership at the business location for each vehicle/unit owned by the licensee in the form of a certificate of ownership or copy thereof, bill of sale or invoice.

(3) The business records of a licensee shall be maintained at the office of the licensee’s business location.

(4) A licensee shall maintain business records for a period of not less than three (3) years, unless otherwise specified by law.

(5) A licensee shall maintain clear and complete copies of all odometer disclosure documents issued and received by the licensee for a period of five (5) years.

12 CSR 10-26.060 Dealer License Plates/Certificates of Number

PURPOSE: This rule establishes guidelines for use of dealer license plates/certificates of number.

(1) Dealer license plates issued to a motor vehicle dealer or manufacturer shall only be
displayed on a motor vehicle or trailer owned and held for resale by the licensee.

(A) Motor vehicle dealer or manufacturer license plates shall be of standard size (approximately twelve inches by six inches (12” × 6”)) and may only be displayed on motor vehicles, trailers, and motorcycles/motortricycles.

(B) Powersport dealer license plates shall be motorcycle-size (approximately seven and one-fourth inches by four and one-eighth inches (7 1/4” × 4 1/8”)) and may only be displayed on motorcycles/motortricycles, trailers and personal watercraft.

(C) Motor vehicle dealer and powersport dealer license plates may only be displayed on vessels if the licensee owns and holds for resale no more than five (5) vessels during the licensure period.

(2) A certificate of number issued to a boat trailer owner may be displayed on a vessel or trailer owned and held for resale by the licensee. In addition to obtaining a certificate of number, a boat dealer or manufacturer may obtain a boat dealer trailer license plate solely for the purpose of demonstrating a vessel trailer. A certificate of number or boat dealer trailer license plate may be displayed on a vessel trailer which is transporting a vessel for demonstration or to an exhibit or show as long as both units are for resale.

(3) Dealer license plates or certificates of number may only be used by an employee, owner or officer of the licensee or customer test driving the motor vehicle, trailer or vessel. A customer who is test driving a vehicle or vessel for more than forty-eight (48) hours, or is test driving a tractor, truck or a trailer under loaded conditions, must have a written demonstration agreement in the vehicle which has been signed and dated by both the customer and the licensee. The written demonstration agreement must be on the licensee’s letterhead and include the following items:

(A) A statement that the vehicle or vessel is being used for demonstration purposes only and the anticipated duration of the demonstration;

(B) A description of the vehicle or vessel, including the year, make and identification number;

(C) The name of the customer demonstrating the unit;

(D) The licensee’s name, dealer number and business address;

(E) A statement of the type of property being transported, if applicable; and

(F) The mileage on the odometer of the vehicle at the time the demonstration began.

(4) Dealer plates or certificates of number may not be displayed on a motor vehicle, trailer or vessel that is hired or loaned to others or on any regularly used service or wrecker vehicle.

(5) A licensee must account for all dealer license plates/certificates of number at all times.

(6) Whenever a licensee is no longer entitled to a license due to cessation of business, sale of the business, abandonment of the business, suspension or revocation of the license, or other circumstance, the dealer license plates/certificates of number, business license, required monthly sales reports and any unissued permits, if applicable, shall be surrendered to the department immediately, but in no event later than ten (10) days following such circumstance. If a licensee dies or becomes incapacitated, the heirs or estate of the licensee or legal guardian may retain these items for no more than one hundred eighty (180) days after death or incapacitation, or until the license expires, whichever comes first, in which to settle the affairs of the licensee or to apply for a new license in the name of the successor.

(7) Public motor vehicle auctions and wholesale motor vehicle auctions shall not be issued dealer license plates.


12 CSR 10-26.070 Procedural Requirements For Wholesale Motor Vehicle Auctions

PURPOSE: This rule outlines the procedural requirements for wholesale motor vehicle auctions as defined in section 301.550, RSMo.

(1) For purposes of this rule, the term “auction” shall mean, “wholesale motor vehicle auction” unless specified otherwise.

(2) Auctions shall maintain the following information for five (5) years from the date of sale of any motor vehicle or trailer:

(A) The year, make, model and vehicle identification number of the motor vehicle;

(B) The name and address of the seller;

(C) The name and address of the buyer;

(D) The date of sale and the purchase price;

(E) The odometer reading of the motor vehicle at the time of sale and odometer disclosure information that complies with the state and federal laws; and

(F) The certificate of title number and state of issue.

(3) Each auction shall maintain for three (3) years a file on each licensed dealer who buys or sells vehicles at the auction. The file must contain the dealership’s name, dealer license number, the state(s) where licensed, dealership’s address, dealership’s owner(s), partner(s) or corporate officers and the name and address of all individuals authorized to buy and sell on behalf of the dealership.

(4) Any individual conducting a wholesale motor vehicle auction must be licensed pursuant to all applicable laws and make available for inspection all applicable licenses to law officers or Department of Revenue employees. An auction shall maintain a record of each individual performing auctioneering services and the inclusive dates of such services.

(5) Prior to transfer of title of any motor vehicle at auction, an auction shall review all applicable vehicle documentation for all vehicles sold through the auction including but not limited to the following: certificate of title and odometer disclosure statement, if applicable.

(A) The auctioneer must announce any title brands known, the condition of the vehicle, any known damage to the vehicle, the odometer reading of the vehicle on the date of sale and whether the odometer disclosure is actual, not actual, exceeds mechanical limits, or exempt.

(6) Motor vehicles sold at auction are not required to display a Federal Buyer’s Guide, unless such vehicles are being sold by a government entity, whose sales are opened to the public as required by law.

(7) An auction must verify that each dealer who buys and sells at the auction is currently licensed as a motor vehicle dealer in the state of Missouri or another jurisdiction at the time of registration with the auction. Thereafter, the auction shall verify that the dealer’s license is valid on an annual basis.
(8) A certificate of number (license) issued to
an auction by the director must be promi-
nently displayed at the auction’s bona fide
established place of business.

(9) An auction may only conduct business at
its licensed location. Off-site sales are pro-
hibited.

(10) An auction must issue to the buyer and
seller of each vehicle a sales document that contains—
(A) The year, make, model and vehicle
identification number of the motor vehicle;
(B) The name and address of the seller;
(C) The name and address of the buyer;
(D) The date of sale and the purchase
price; and
(E) The odometer reading of the motor
vehicle at the time of sale.

(11) Records required by this regulation may
be maintained in an electronic format.

AUTHORITY: sections 301.550–301.573,
RSMo 1994 and Supp. 1998.* Original rule

*Original authority: see Missouri Revised Statutes 1994
and Missouri Revised Statutes Cumulative Supplement
1999.

12 CSR 10-26.080 Procedural Require-
ments For Public Motor Vehicle Auctions

PURPOSE: This rule outlines the procedural
requirements for public motor vehicle auc-
tions as defined in section 301.550, RSMo.

(1) For purposes of this rule, the term “au-
tion” shall mean “public motor vehicle auc-
tion” unless specified otherwise.

(2) Auctions shall maintain the following
information for five (5) years from the date of
sale of any motor vehicle or trailer:
(A) The year, make, model and vehicle
identification number of the motor vehicle;
(B) The name and address of the seller;
(C) The name and address of the buyer;
(D) The date of sale and the purchase
price;
(E) The odometer reading of the motor
vehicle at the time of sale and an odometer
disclosure statement that complies with the
state and federal laws;
(F) A photocopy of both the front and back
of the certificate of title; and
(G) Copies of any supporting rider, state-
ment, affidavit, inspection or other document
that accompanied the transaction.

(3) Each auction shall provide access to all
records requested by Department of Revenue
employees or law enforcement during normal
business hours.

(4) Motor vehicles shall only be sold at an
auction conducted by a licensed auctioneer.
The motor vehicle auction must be scheduled
and publicized at least one (1) week prior to the
sale date.

(5) Any individual conducting a public motor
vehicle auction must be licensed pursuant to
all applicable laws and make available for
inspection all applicable licenses to law offi-
cers or Department of Revenue employees.
An auction shall maintain a record of each
individual performing auctioneering services
and the inclusive dates of such services.

(6) Prior to selling any motor vehicle at auc-
tion, an auction shall review all applicable
vehicle documentation including but not lim-
ited to the following: certificate of title and
odometer disclosure statement, if applicable.
(A) Prior to selling a vehicle at auction,
the auctioneer must announce any brands
printed on the title, the condition of the vehi-
cle, any known damage to the vehicle, the
odometer reading of the vehicle and any other
information on the odometer disclosure state-
ment.

(7) Motor vehicles sold at auction are not
required to be safety inspected. Auctioneers
shall announce at the beginning of each pub-
lic auction that the vehicles offered for sale
may not have been safety inspected. Relevant
signs shall be posted as required by statute.

(8) Both licensed dealers and the public may
attend and buy or sell at a public motor vehi-
cle auction.

(9) Motor vehicle auctions shall not accept
for sale from a dealer any vehicle without a
Federal Buyer’s Guide affixed to the vehicle
or which does not comply with other appli-
cable state or federal disclosure require-
ments.

(10) An auction must verify that each dealer
who sells at the auction is currently licensed
as a motor vehicle dealer in the state of Mis-
souri or another jurisdiction.

(11) A certificate of number (license) issued
to an auction by the director must be promi-
nently displayed at the auction’s bona fide
established place of business. A separate
license must be obtained by each public
motor vehicle auction.

(12) An auction may only conduct business at
its licensed location. Off-site sales are pro-
hibited.

(13) An auction must issue to the buyer and
seller of each vehicle a document that con-
tains—
(A) The year, make, model and vehicle
identification number of the motor vehicle;
(B) The name and address of the seller;
(C) The name and address of the buyer;
(D) The date of sale and the purchase
price; and
(E) The odometer reading of the motor
vehicle at the time of sale.

AUTHORITY: sections 301.550–301.573,
RSMo 1994 and Supp. 1998.* Original rule

*Original authority: See Missouri Revised Statutes 1994
and Missouri Revised Statutes Cumulative Supplement
1999.

12 CSR 10-26.090 Regulation of Off-
Premises Shows and Tent Sales

PURPOSE: This rule specifies the require-
ments a motor vehicle dealer must meet in
order to participate in a show or sale con-
ducted away from their bona fide established
place of business as provided in section
301.566, RSMo.

(1) For purposes of this rule, dealers shall be
divided into classes, as provided in section
301.550.3, RSMo, as follows:
(A) Classic motor vehicle dealer—A deal-
er of motor vehicles at least five (5) years of
age that were produced in limited numbers or
otherwise have special value unrelated to
basic transportation, excluding recreational
motor vehicles, historic motor vehicles,
motorcycles, motortricycles and all terrain
vehicles;
(B) Franchised new motor vehicle dealer—
A dealer of new motor vehicles, excluding
recreational motor vehicles, motorcycles,

motortricycles and all terrain vehicles, and of
used motor vehicles for sale. The term “fran-
chised new motor vehicle dealer” is not syn-
onymous with the term “new motor vehicle
franchise dealer” as defined in section
301.550.1, RSMo. It is a narrower term that
excludes dealers of recreational motor vehi-
cles, motorcycles, motortricycles and all ter-
rain vehicles;
(C) Historic motor vehicle dealer—A deal-
er of motor vehicles that are at least twenty-
five (25) years old, excluding recreational
motor vehicles, classic motor vehicles,
motorcycles and motortricycles;
(D) Powersport dealer—A dealer who sells, either pursuant to a franchise agreement or otherwise, primarily motor vehicles including but not limited to motorcycles, all-terrain vehicles and personal watercraft as those terms are defined in Chapters 301 and 306, RSMo;

(E) Recreational motor vehicle dealer—A dealer of new or used motor vehicles designed, constructed or substantially modified for use as temporary housing quarters, including sleeping and eating facilities which are either permanently attached to the motor vehicle or attached to a unit which is securely attached to the motor vehicle;

(F) Used motor vehicle dealer—A dealer of used motor vehicles, provided that the majority of units sold are not motorcycles, motortricycles, personal watercraft or recreational motor vehicles. The term “used motor vehicle dealer” as used in section 301.550.3, RSMo is not synonymous with the term as used in section 301.550.1, RSMo. As used in this rule, the term is a narrower term that excludes dealers of historic motor vehicles, classic motor vehicles and wholesale motor vehicles; and

(G) Wholesale motor vehicle dealer—A dealer of motor vehicles only to new motor vehicle franchised dealers or other used motor vehicle dealers or via auctions limited to other dealers of any class.

(2) For the purpose of determining pursuant to section 301.566.1, RSMo, whether a majority of the motor vehicle dealers within a class of dealers in a city or town participate or are invited and have the opportunity to participate in an off-premises show or sale, any dealers whose official mailing address is in the city or town shall be included.

(3) If motor vehicle dealers from more than one city or town are to participate in the same off-premises show or sale, a majority of the dealers in each such city or town must participate or be invited and have the opportunity to participate.

(4) Show, as used in section 301.566, RSMo, shall be deemed to include the stationary display of a dealer’s motor vehicle as a means of attracting attention to and participation in the promoter’s event, service or product. The dealer providing the motor vehicle must remove all items identifying the dealership from the motor vehicle prior to its display, with the exception of such information as may be required by federal or state law to be displayed on the vehicle. The promoter, not the dealer, may identify the dealer only by means of a notation on its promotional material stating “vehicle provided courtesy of (name of dealer)” or similar language;

(B) The display of motor vehicles at meetings of organizations which are open only to members of the organization and not to the general public;

(C) The display of motor vehicles at the Missouri State Fair; and

(D) Parades in which one (1) or more local dealerships provide motor vehicles from their inventory to be driven as part of the parade.

(5) Trailers and vessels, including personal watercraft, are excluded from the provisions of this rule.


12 CSR 10-26.100 Advertising Regulation

(Rescinded June 30, 2003)


12 CSR 10-26.110 Antique Motor Vehicle

PURPOSE: This rule defines “antique motor vehicle” as that term is used in section 301.570.1, RSMo.

(1) “Antique motor vehicle” means any motor vehicle at least twenty-five (25) years of age.


12 CSR 10-26.120 Procedures for Handling Complaints

PURPOSE: This rule establishes the procedures for processing complaints against persons licensed or required to be licensed pursuant to section 301.559, RSMo.

(1) The department shall receive and process complaints against a motor vehicle dealer, motor vehicle manufacturer, boat dealer, boat manufacturer, public motor vehicle auction, wholesale motor vehicle auction or wholesale motor vehicle dealer or persons required to be licensed as such for acts or practices which may constitute one or more violations of Chapters 301, 307 or 407 of the Revised Statutes of Missouri.

(A) All complaints shall be in writing and, at a minimum, shall include:

1. The complainant’s name, address and telephone number(s) for home and work, if applicable;

2. Information regarding the vehicle, if applicable, that includes the vehicle year, make, model, vehicle identification number, the date of purchase, the mileage information and the purchase price;

3. Information about the person or business the complaint is against, including the name and address of the person or business, the nature of the complaint, whether the complainant has made contact with the owner/manager of the business about the problem, and if so, the outcome, the form of relief the complaint is seeking and a list of names of any other agencies contacted in relation to the complaint;

4. Whether an attorney has been contacted or a lawsuit filed; and

5. The complainant’s signature and the date the complaint was signed.

(B) Complaints may be based upon personal knowledge or upon information and belief, citing information from other sources.

(C) All complaints shall be mailed or delivered to the Motor Vehicle Bureau, Dealer Licensing Section, Post Office Box 43, Jefferson City, MO 65105-0043.


12 CSR 10-26.130 Review of License Denial or Disciplinary Action

PURPOSE: This rule establishes procedures for review of a license denial or the imposition of discipline.

(1) The department shall determine the qualifications of applicants and shall investigate violations of applicable statutes and rules by licensees. Upon a finding of grounds, as set forth in section 301.562, RSMo, the department may refuse to issue or renew a license or may impose disciplinary action on the licensee. Such disciplinary action may include private reprimand, probation for a period of one (1) day to five (5) years, suspension of license from one (1) day to six (6) days or revocation of license. Any decision to refuse licensure or to impose disciplinary action shall be approved by the director or director’s designee.

(2) Should a refusal of licensure or the imposition of discipline be deemed appropriate, the department shall issue a written notice thereof by certified mail to the applicant/licensee. The written notice shall contain—
(A) The reason(s) for refusal of licensure or imposition of discipline;
(B) The penalty to be imposed and the effective date thereof; and
(C) A statement of the manner in which the applicant/licensee may request a review of the department’s decision to refuse licensure or impose discipline.

(3) A request for review of the department’s decision shall—
(A) Be in writing;
(B) Specifically refer to the notice of refusal/discipline from which review is sought or contain a copy of that notice;
(C) Specifically set forth the reasons(s) for review;
(D) Be signed by the applicant/licensee and set forth the applicant’s/licensee’s current address. All future notices of proceedings pertaining to the request for review shall, unless otherwise specifically changed in writing, be mailed to the address so indicated; and
(E) Be filed with the department in writing within thirty (30) calendar days following issuance of the written notice.

(4) The failure of the applicant/licensee to request a review of the department’s decision within the thirty (30) days following issuance of the written notice, or the applicant’s/licensee’s withdrawal of a request for review, shall result in the department’s decision becoming final and shall constitute a waiver by the applicant/licensee of any right to request further review by the department or otherwise.

(5) A request for review shall be deemed a request for hearing and shall stay the imposition of discipline pending the director’s final decision. A hearing shall be conducted accordingly unless waived pursuant to 12 CSR 10-26.160.

(6) Following hearing, the department shall issue a final decision, separately stating findings of fact and conclusions of law. The final decision shall be in writing and shall be certified mailed to the applicant/licensee and any attorney of record.

(7) Except as set forth in section (4) above, the final decision of the department may be appealed pursuant to the provisions of Chapter 536, RSMo.

12 CSR 10-26.140 Hearing Procedures

PURPOSE: This rule outlines the procedure for conducting hearings.

(1) All hearings pursuant to 12 CSR 10-26.140 shall be conducted at the department’s office in Jefferson City, unless otherwise specified by the department.

(2) Notice of the hearing date, time and location shall be mailed to the applicant/licensee a minimum of ten (10) days prior to the scheduled date of hearing. A hearing may be continued only for good cause shown.

(3) All hearings shall be presided over by a hearing officer designated by the department.

(4) The department shall be represented at hearing by the general counsel, the attorney general, or both.

(5) The applicant/licensee may be represented at hearing by legal counsel.

(6) Parties may present evidence at hearing and utilize affidavits to the extent permissible under Chapter 536, RSMo. Parties may subpoena or require the attendance of witnesses at hearing at their own expense. Witnesses at hearing shall be subject to examination and cross-examination as provided by law.

(7) Hearing proceedings shall be suitably recorded and preserved. A record of such proceedings shall be furnished to any party at cost.

12 CSR 10-26.150 Designated Hearing Officer

PURPOSE: This rule establishes the duties and powers of a hearing officer.

(1) The department shall designate a hearing officer or hearing officers to conduct hearings and prehearing conferences as set forth in 12 CSR 10-26.140 and 12 CSR 10-26.170. A hearing officer for such purposes shall be empowered to make decisions concerning the conduct of hearings on behalf of the department.

(2) A hearing officer shall be authorized to—
(A) Administer oaths or affirmations to witnesses;
(B) Issue subpoenas for the attendance of witnesses or the production of documents and other tangible items;
(C) Rule on questions of evidence;
(D) Rule on motions which may be filed during the course of proceedings; and
(E) Make any orders and rulings necessary to maintain order and decorum at hearing.

(3) A hearing officer shall cause the record of proceedings to be suitably recorded and preserved.

(4) Following hearing, a hearing officer shall prepare a proposed decision, separately stating findings of fact and conclusions of law.

12 CSR 10-26.160 Waiver of Hearing

PURPOSE: This rule sets forth requirements which must be met for a waiver of hearing.
(1) An applicant/licensee who requests a hearing due to denial of licensure or the imposition of discipline may withdraw their hearing request by providing written notice to the hearing officer any time prior to the hearing.

(2) An applicant/licensee who fails to appear at any hearing set forth in 12 CSR 10-26.140 waives any right to further hearing, unless good cause is shown.

(A) The reasons for failing to appear at hearing shall be filed in writing with the hearing officer within fifteen (15) days following the scheduled hearing date.

(B) If the hearing officer finds that the failure of the applicant/licensee to appear at the hearing was for good cause, the hearing officer shall reschedule the hearing as the interests of justice may require.


12 CSR 10-26.180 Temporary Permits Sold by a Registered Missouri Motor Vehicle Dealer

PURPOSE: This rule clarifies the sale by registered Missouri motor vehicle dealers of temporary permits to operate motor vehicles and trailers on the streets and highways of Missouri.

(1) A registered dealer may provide no more than one (1) temporary permit per motor vehicle or trailer sold by his/her dealership. The temporary permits shall be effective for the number of days provided by law and shall be nonrenewable. No dealer shall sell a permit for use on any motor vehicle or trailer other than a motor vehicle or trailer sold by the dealer or his/her authorized employees at the dealer’s own certified place of business except that a franchised motor vehicle dealer may issue a temporary permit for use on a motor vehicle the dealer delivers to a purchaser pursuant to a courtesy delivery arrangement made with another franchised dealer or manufacturer.

(2) The sale of all temporary permits, except those permits issued pursuant to a courtesy delivery arrangement, shall be recorded in the appropriate space on the dealer’s monthly sales report by notation of the true, accurate and complete permit number next to the corresponding motor vehicle or trailer sale listed.

(3) A registered dealer may charge no more than the fee prescribed by law for each temporary permit as specified in section 301.140, RSMo.

(4) Upon each sale of a temporary permit, each dealer shall fully complete all information on the temporary permit in accordance with Department of Revenue instructions and complete all appropriate records of issuance found within the booklet of permits. If the permit is issued pursuant to a courtesy delivery arrangement, the dealer issuing the permit must record the words courtesy delivery on the corresponding permit and on the permit record within the permit booklet. The information listed shall be true, accurate and complete. Temporary permits that are spoiled shall be marked void and kept as a part of the dealership’s records. The records shall be maintained in booklet form for a period of at least three (3) years for inspection by law enforcement or Department of Revenue officials.

(5) The Department of Revenue shall use reasonable diligence to ascertain whether the number of temporary permits requested by any dealer is reasonably proportionate to the number of motor vehicle and trailer sales previously reported by the dealer on his/her monthly sales reports. In cases of discrepancy, the department may reduce the number of temporary permits provided to a dealer or refuse a request for temporary permits based upon its findings.

(6) No temporary permit shall be issued for use on a motor vehicle unless there is a valid certificate of inspection and approval for the particular motor vehicle in accordance with section 307.380, RSMo. Dealers shall enter the true, accurate and complete motor vehicle inspection certificate number on the temporary permit record. No temporary permit shall be issued when the ownership document is a salvage certificate of title.

(7) Upon a finding that a dealer has failed to comply with any of the provisions of this rule, the department may reduce the number of temporary permits issued to a dealer or refuse a dealer’s request for temporary permits.


12 CSR 10-26.190 Dealers’ Monthly Reports

PURPOSE: The director of the Department of Revenue is responsible for receiving dealers’ monthly sales reports and secure power of attorney forms. This rule establishes time limits and guidelines concerning the submission of those reports and forms.
(1) Every motor vehicle and boat dealer must file a monthly sales report on a form prescribed by the director of revenue in accordance with section 301.280, RSMo. This report shall be completed in full and actually received by the Department of Revenue on or before the fifteenth day of the month following the month for which the sales are being reported. (Example: Sales occurring during the month of July must be filed on or before August 15.)

(A) If any due date for filing the report falls on a Saturday, Sunday or legal holiday in this state, the report shall be considered timely if it is filed on the next day which is not a Saturday, Sunday or legal holiday.

(B) If any monthly sales report required to be filed on or before a prescribed date is delivered after that date by United States mail, postage prepaid and addressed to the Department of Revenue, the date of the United States postmark stamped on the envelope shall be deemed to be the date of filing. Official United States postmarks will suffice as proof of mailing. Reports may also be submitted by certified mail, registered mail or the dealer may obtain a validated certificate of mailing or receipt from the United States Post Office to establish date of mailing.

(2) If no sales occur in any given month, a report must be submitted for that month indicating no sales.

(3) No motor vehicle or boat dealer, agent or representative shall willfully or knowingly make a false statement in any monthly sales report required by section 301.280, RSMo and this rule; nor shall the agent or representative omit any information requested or fail to report any sale made by the dealership.

(4) Every motor vehicle and boat dealer shall retain copies of the sales reports submitted to the Department of Revenue as part of the records to be maintained at the dealership location as provided in section 301.560.1, RSMo and shall hold them available for inspection by appropriate law enforcement officials, and officials of the Department of Revenue.

(5) Every motor vehicle dealer shall submit the original blue copy of the secure power of attorney form (see 12 CSR 10-23.420) in which the dealer is listed as purchaser and a copy of the corresponding certificate of title with the dealer’s monthly sales reports as provided in 12 CSR 10-23.420.
