



Secondhand Dealer IV Used Vehicles Regulated Business License
 (NAICS 441120) **\$45.00 one-time application and \$25.00 license fee**
(Appointments can be made by calling (702) 455-0174)
Please provide copies of all documents upon submission

Department of Business License
 500 SOUTH GRAND CENTRAL PKY, 3RD FLOOR
 BOX 551810
 LAS VEGAS, NEVADA 89155-1810

APPLICATION PACKET

- DETERMINE JURISDICTION AND LAND USE:**
 To confirm if the business address is located within the unincorporated Clark County jurisdiction, the type of business activities permitted by zoning district, and for information regarding online land use application submittals; please visit <https://www.clarkcountynv.gov/comprehensive-planning/Pages/forms.aspx> or contact a planner at zoning@clarkcountynv.gov
 Telephone: (702) 455-4314.
- NEVADA STATE BUSINESS LICENSE/ REGISTER WITH THE NEVADA SECRETARY OF STATE:**
 NRS 76 requires all businesses, corporations, and partnerships operating in the State of Nevada to have a State Business License. All corporations, limited liability companies, partnerships, etc. are required to register their entities. Please visit the [Nevada Secretary of State's](http://www.nvsecretaryofstate.gov) website for more information. You may apply online at nvsilverflume.gov, or apply in person at the Secretary of State **located at 2250 N. Las Vegas Blvd, Suite 400 North Las Vegas, NV 89030. Telephone: (702) 486-2280**
- REGISTER WITH THE NEVADA DEPARTMENT OF TAXATION:**
 You can now register online by visiting the [Nevada Department of Taxation](http://www.nvtax.com) website or apply online at nvsilverflume.gov. Nevada Department of Taxation (1st Floor), **located at 555 E. Washington Las Vegas, NV 89101. Telephone: (702) 486-2300**
- REGISTER YOUR BUSINESS NAME (DBA):** Businesses operating under a fictitious firm/doing business as (any name other than the business owner's legal name or the entity name registered with the Nevada Secretary of State) must file for a Fictitious Firm Name certificate with the [Clark County Clerk's](http://www.clarkcountynv.gov/clerk/Services/Pages/FictitiousFirmNames.aspx) Office. Telephone: (702) 455-4431. Visit link for multiple locations <http://www.clarkcountynv.gov/clerk/Services/Pages/FictitiousFirmNames.aspx>. The filing must reflect the Entity Type listed with the Secretary of State.
Example:
 John Doe dba "Handy Janitorial" (Sole Proprietor), ABC LLC dba "ABC" (Limited Liability Company), 123 Inc. dba "The Rock Star Group" (Corporation)
 Note: A Fictitious Firm Name (DBA) is the name your business will use when advertising, including on store front, signs, business cards, websites, etc. Advertising under more than one name, will require multiple business licenses.
- PHYSICAL LOCATION REQUIRED:** Proof of right to the business location.
 Complete copy of executed lease agreement signed by all parties.
Permitted Use for Used Car Sales within lease, ensure unit or suite number is listed.
If applying as an LLC/Corp; Lessee must be listed in the entity name OR if Sole Proprietor, lessee must be listed in applicant(s) name.
- COMPLETE APPLICATION**
- COMPLETE TEMPORARY LICENSE (Approval process for temporary is six to eight weeks)**
- Provide a Letter of Authorization or Power of Attorney if applying on behalf of an applicant(s)

FINANCIAL PACKET

Open Bank Statements & Tax returns are for both Personal and Business accounts

- Original Business Supplemental Questionnaire. **Complete the packet in black ink, initial each page, notary on Statement of Truth, Authorization for Release of Information and Claims Indemnity and Affidavit of Full Disclosure**
- 1 copy of owners last 3 months personal bank statements, all pages including blank pages (**for each owner**)
- 1 copy of owners last 3 years personal tax returns (**for each owner**)
- 1 copy of Business last 3 months bank statements, all pages including blank pages
- 1 copy of Business last 3 years tax returns

METRO PACKET

- Original completed Personal History Questionnaire (for each owner) including (2) **original** completed Requests for Authorization (per owner). **Initial each page, notarize sections, use black ink and use ("N/A", Unavailable or Unknown)**
- Attach military discharge DD-214 if applicable
- U.S. Certificate of Naturalization documents or copy of US birth certificate (for each owner)
- U.S. Immigration Documents (U.S. Green Card/U.S. Red Card, Employment Authorization for each owner)
- 1 copy of owner's active passport (for each owner)
Note: The requirement **does not apply** if the passport is expired or the applicant has never had one.
- One (1) front & back copy of Driver's License (for each owner)
- Two (2) identical passport sized color photographs (for each owner)
- Corporate check(s), cashier's check(s) or money order(s) payable to LVMPD in the amount of \$ 300.00 for each owner. **(No personal checks please)**

PLEASE RETAIN A COPY OF COMPLETED FORMS FOR YOUR RECORD

Department of Motor Vehicles (DMV)

<http://www.dmvnv.com/obl.htm>

[Motor Vehicle Industry Portal](#)

[EDRS Entry](#)

DMV licensees can enter EDRS information, view their business information on file and print a renewal notice.

[Portal & License Renewal Tutorial \(PDF\)](#) | [EDRS Info](#)

[Business License Renewal](#)

Complete the annual business license renewal online using an access code printed on the renewal notice. The transaction includes all occupational licenses and license plate renewals plus requests for new license plates. It is available to all licensees except driving schools.

[Business License Verification](#)

[Body Shop](#)

[Salvage Pool](#)

[Broker](#)

[Wrecker](#)

[Dealer](#)

[Emission Stations](#)

[Off-Highway Dealer](#)

[Emission Referee](#)

[Garage Registration](#)

[DUI School](#)

[Manufacturer](#)

[Professional School](#)

[Rebuilder](#)

[Traffic Safety School](#)

[Private Bidder Verification](#)

Verify whether your body shop, garage, auto dealer or driving school has a valid DMV business license before you buy!

The Emissions Stations search also features a customized, print-friendly list of 2G Emissions Repair Stations in your area if your vehicle has failed a smog check.

For salvage pools to verify whether a private party is eligible to purchase salvage vehicles.

[Body Shop Labor Rate Survey](#)

[Survey Results](#)

Body shops are required to complete this survey prior to their annual license renewal. Shops that miss the April 30 deadline for business license renewal must still complete the survey online, but may not use the online license renewal. Results do not include shops which missed the deadline.

[Silver Flume](#)

This service from the Nevada Secretary of State enables businesses to set up a profile with the basic information that nearly every governmental agency in Nevada requires. You can sign in with your existing Secretary of State online account.

OBL Office Locations

These offices are for business license services *only*. If you are not a current or prospective licensee, please call one of the main numbers as listed in [Office Locations](#) or send an [email](#).

Henderson

1399 American Pacific Dr.
Henderson, NV 89074
8a-5p M-F | [Get Map](#)
(702) 486-1371

Las Vegas - East Sahara

2621 E. Sahara Ave.
Las Vegas, NV 89104-4136
8a-5p M-F | [Get Map](#)
(702) 486-4930

Las Vegas - West Flamingo

8250 W. Flamingo Rd.
Las Vegas, NV 89147-4111
8a-5p M-F | [Get Map](#)
(702) 486-8620