



IOWA DEPARTMENT OF NATURAL RESOURCES

Licensing Section

6200 Park Ave Ste 200, Des Moines IA 50321
(515) 725-8200 | www.iowadnr.gov

CASHIER'S USE ONLY
0048-542-0016-00-0587
ZZ #
Business Name

Snowmobile Dealer, Manufacturer, or Distributor
Application for Dealer Registration and Special
Certificates

(for demonstrating, testing, or selling Snowmobiles)

Please submit fees with application

If completing online, please use the "TAB" key to navigate your way through this form. DO NOT press Enter.

Business Information

Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Contact Person

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

[ ] New (DNR Only) [ ] Duplicate(s) IA ZZ \_\_\_\_\_

(If applying for a renewal duplicate(s), please write your ZZ number in the space above.)

Please indicate: [ ] Manufacturer [ ] Dealer [ ] Distributor

Table with 3 columns: Type of Privilege, Cost, Amount Paid. Rows include SPECIAL CERTIFICATE, DUPLICATE SPECIAL CERTIFICATE, and TOTAL ENCLOSED.

By signing below, I acknowledge and understand the rules and regulations regarding having this special dealer certificate which includes but is not limited to:

- Have an established place of business which includes telephone service and an adequate office area for keeping business records, manufacturers' certificates of origin, certificates of title or other evidence of ownership for snowmobiles offered for sale.
Shall make application and pay all registration and title fees, if applicable, on behalf of the purchaser of a snowmobile.
Collect and submit applicable sales tax as outlined by the Iowa Department of Revenue for the county in which the purchaser resides.
Provide all purchasers of snowmobiles with both (1) a copy of current snowmobile laws and regulations governing the usage of snowmobiles in the state of Iowa, and (2) the most up-to-date list of public places open for snowmobile usage.
Realize that a State Conservation Officer or Department representative may inspect my records at any reasonable time.

For a full list of rules and regulations, please review the applicable Iowa Code section 321G and Administrative Code 571 Chapter 47.

Signature of Applicant

Date

Please remit application and payment to the address at the top of this page for new registration.
New registrations cannot be processed without a copy of your sales tax permit.

## DEALER, MANUFACTURER, DISTRIBUTOR SPECIAL CERTIFICATE INFORMATION

The following is *some* of the important information concerning guidelines and responsibilities for Iowa dealers, manufacturers, and distributors. Please carefully read, review the DNR website ([www.iowadnr.gov](http://www.iowadnr.gov)), and consult the full applicable Codes and your legal advisor for more information.

### Code of Iowa Chapter 321G Manufacturer, distributor, or dealer — special registration.

1. A manufacturer, distributor, or dealer owning a snowmobile required to be registered under this chapter may operate the snowmobile for purposes of transporting, testing, demonstrating, or selling it without the snowmobile being registered, except that a special registration decal issued to the owner as provided in this chapter shall be displayed on the snowmobile in the manner prescribed by the rules of the commission. The special registration decal shall not be used on a snowmobile offered for hire or for any work or service performed by a manufacturer, distributor, or dealer.
2. Every manufacturer, distributor, or dealer shall register with the department by making application to the commission, upon forms prescribed by the commission, for a special registration certificate and decal. The applicant shall pay a registration fee of forty-five dollars and submit reasonable proof of the applicant's status as a bona fide manufacturer, distributor, or dealer as may be required by the commission.
3. The commission, upon granting an application, shall issue to the applicant a special registration certificate and decal. The special registration certificate shall contain the applicant's name, address, and the general identification number; the word "manufacturer", "dealer", or "distributor"; and other information the commission prescribes.
4. The commission shall also issue duplicate special registration certificates and decals which shall have displayed thereon the general identification number assigned to the applicant. A county recorder may issue duplicate special registration certificates and decals electronically pursuant to rules adopted by the commission. The fee for each additional duplicate special registration certificate and decal shall be five dollars plus a writing fee.
5. Each special registration certificate issued under this section shall be for a period of three years and shall expire on December 31 of the renewal year. A new special registration certificate for the three-year renewal period may be obtained upon application to the commission and payment of the fee provided by law. A county recorder may issue special registration certificate renewals electronically pursuant to rules adopted by the commission.
6. If a manufacturer, distributor, or dealer has an established place of business in more than one location, the manufacturer, distributor, or dealer shall secure a separate and distinct special registration certificate and general identification number for each place of business.
7. A dealer shall make application and pay all registration and title fees if applicable on behalf of the purchaser of a snowmobile. If the registration has expired while in the dealer's possession, the purchaser may renew the registration for the same fee and writing fee as if the purchaser is securing the original registration.
8. Nothing in this section shall prohibit a dealer from obtaining a new registration and transfer of registration in the same manner as other purchasers.
9. The commission may adopt rules consistent with this chapter establishing minimum requirements for dealers. In adopting such rules, the commission shall consider the need to protect persons, property, and the environment and to promote uniformity of practices relating to the sale and use of snowmobiles. The commission may also adopt rules providing for the suspension or revocation of a dealer's special registration certificate issued pursuant to this section.

**Operation pending registration.** A snowmobile sold by a dealer shall bear a pasteboard card furnished by the commission which entitles the purchaser to operate it for forty-five days immediately following the purchase. The purchaser of a currently registered snowmobile may operate it for forty-five days immediately following the purchase without having completed a transfer of registration.

### Iowa Administrative Code 571 Chapter 47

*"Dealer"* means a person engaged in the business of buying, selling, or exchanging snowmobiles required to be registered under Iowa Code chapter 321G and this chapter and who has an established place of business for that purpose in this state.

*"Distributor"* means a person, resident or nonresident, who sells or distributes snowmobiles to snowmobile dealers in this state or who maintains distributor representatives.

*"Engaged in the business,"* or similar wording, means doing any of the following acts for the purpose of selling snowmobiles at retail: acquiring, selling, exchanging, holding, offering, displaying, brokering, accepting on consignment or conducting a retail auction, or acting as an agent for the purpose of doing any of these acts. A person selling at retail more than five snowmobiles during a 12-month period may be presumed to be engaged in the business.

*"Manufacturer"* means a person engaged in the business of constructing or assembling snowmobiles required to be registered under Iowa Code chapter 321G and this chapter and who has an established place of business for that purpose in this state.

**Dealer's established place of business.** A dealer's established place of business shall include landline telephone service and an adequate office area for keeping business records, manufacturers' certificates of origin, certificates of title or other evidence of ownership for snowmobiles offered for sale.

**Zoning.** Dealers licensed under these rules must comply with applicable local zoning ordinances. Upon request by the department, a dealer shall provide to the department written evidence, issued by the office responsible for the enforcement of zoning ordinances in the city or county where the dealer's established place of business is located, that the dealer's established place of business complies with all applicable zoning provisions.

**Sales tax permit.** A dealer shall provide to the department written evidence that the dealer has obtained a sales tax permit issued by the department of revenue.

**Information provided to purchaser.** At the time of sale, a dealer shall provide all purchasers of snowmobiles with both (1) a copy of current snowmobile laws and regulations governing the usage of snowmobiles in the state of Iowa, and (2) the most up-to-date list of public places open for snowmobile usage. The department shall provide this required information on its Web site, [www.iowadnr.gov](http://www.iowadnr.gov). Information provided on the department's Web site shall be deemed current and the most up-to-date information for purposes of this rule.