



DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

FACT SHEET

Basic Business License

NAICS: 441100-2

Motor Vehicle Salesman

NAICS Description: An individual (including without limitation any officer, director, partner or member of a dealer) who either expressly represents or holds himself/herself out to be employed, engaged, appointed, authorized or permitted by any dealer to sell or buy or offer to sell or buy motor vehicle. This also includes any individual engaged in the business of buying motor vehicles from licensed dealers for disposition or sale outside the District of Columbia.

Transaction Type: Initial

Endorsement Class: General Services and Repair

Legal Authority: DC Municipal Regulations, Title 16, Chapter 3

Table with license details: License Duration (Two (2) Years), License Available Online (No), Online Processing Fee (N/A), Payment Method (If applying in person you can pay for your Basic Business License (BBL) by cash, check, money order, or credit card...), Category License Fee (\$45.00), Application Fee (fixed) (\$35.00), Endorsement Fee (\$10.00).

Prerequisites: (See requirements below)

Application Requirements: All applicants for a Basic Business License must comply with the following DC Code requirements:

- Basic Business License Application
➤ Clean Hands Certification
➤ Office of Tax & Revenue (OTR) Registration
➤ Police Criminal History Report (Form PD 70)
➤ Digital Passport Photographs
➤ Certification
➤ Identification

Motor Vehicle Salesman (Cont.)

Special Instructions: If your business falls into one of the following categories, there are additional requirements for your BBL application, as described below.

- **Non-Resident of the District of Columbia (including Foreign Corporations)**
If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the [Certified Resident Agent Appointment Form](#).
- **Corporation, Limited Liability Company, or Partnership**
If you're a Corporation, LLC, or Partnership seeking your BBL, your business must be in "[Good Standing](#)." This means that your business has filed its required bi-annual reports and paid all applicable fees. If your business is not in "good standing" when you apply for your BBL, your application may be denied and you might have to pay a fine of \$500.00.
 - **Corporate Registered Agents**
Every corporation needs to have a registered agent office in the District of Columbia. This office can – but does not need to be – the same as your place of business. Foreign corporations doing business in DC need to certify that their named registered agent is duly authorized to represent that corporation.
- **Trade Name Operative (Use of Fictitious Business Name)**
If your business uses a [Trade Name](#), you'll need to register the name with DCRA and indicate both the trade name and the official business name (including its corporation, LLC, or partnership classification) if applicable. You can file your trade name online on the DCRA website at www.dkra.dc.gov.

Responsible Agency: The Department of Consumer & Regulatory Affairs, Business and Professional Licensing Administration

Other District or Federal Agencies Involved for this Basic Business License: Metropolitan Police Department; Office of Tax and Revenue

Additional Business Activities (BBL Endorsements):

If you conduct more than one business activity (endorsement type), you'll need to indicate those activities on your BBL application. You might have any number of additional business activities connected to this particular license endorsement.

Special Notes: If your business includes any of the above endorsement activities, you can get additional fact sheets and application forms by contacting DCRA's BBL InfoCenter by phone at (202) 442-4311, or by email at bbl.infocenter@dc.gov.

If you prefer, you can get additional fact sheets and BBL packages on our website at www.dkra.dc.gov. Simply click on "Documents and Forms" on our main page and download the BBL forms. You will need to have Adobe Acrobat Reader on your computer; but if you don't, a link to this free download is available on our website. Once you've downloaded the forms, simply print, complete, and submit them with the applicable fees.

Businesses included within this NAICS Industry Sector:
