



# North Carolina State Highway Patrol

Josh Stein  
Governor

Freddy L. Johnson, Jr.  
Commander

TO:

FROM: NORTH CAROLINA STATE HIGHWAY PATROL  
INVESTIGATIVE SERVICES UNIT – DEALER SECTION

SUBJECT: RENEWAL OF DEALER PLATES FOR MID-TERM YEAR OF DEALER LICENSE

If you do not receive the pre-printed Renewal Applications Packet of Dealer Plates (Mid-Term Year), use the information in this letter to complete the forms listed below. Refer to your Registration Card to determine when plates will expire.

Please follow the instructions below in completing the renewal applications:

1. Review applications for accuracy and complete in their entirety.
2. If there are any changes in your dealership name or address as stated on your printed Dealer License or in ownership, please go to the Dealer Section webpage <https://www.ncshp.gov/investigative-services-unit> for directions and assistance. **Do not send for processing.**
3. The fee for the first five (5) dealer plates is \$46.25 each plus the transit tax if applicable (see note below). All plates purchased after the first five (5) will be \$23.13 each plus any transit tax. All dealer transporter plates are \$23.13 each plus any transit tax. Dealer loaner plates are \$200.00 each plus any transit tax.
4. Late Fees: A late fee of \$15.00 per plate will be charged on renewals beginning the first day of the month following the expiration date.

**NOTE:** Dealers, Manufacturers, Factory Branches, Distributors, and Wholesalers that have their place of business located in a Transit (RTA) Tax County are required to pay an additional Regional Transportation Authority (RTA) Tax for each plate purchased as listed below:

- Wake/Orange/Durham Counties: \$17.00 additional per plate/year.
  - Randolph County: \$1.00 additional per plate/year.
5. N.C.G.S § 20-79 governs the number of dealer plates that a dealer may purchase based upon the number of vehicles sold in the previous twelve-month period. N.C.G.S § 20-79.2(b1) governs the number of transporter plates that a dealer may purchase. The total number of dealer and transporter plates issued to a dealer may not exceed the number of plates that can be issued to the dealer under N.C.G.S. § 20-79(b). Plates will be issued based on the following scale:

**MAILING ADDRESS:**

NCSHP – Dealer Section  
3129 Mail Service Center  
Raleigh, NC 27697  
[www.ncshp.gov](http://www.ncshp.gov)

**TELEPHONE:**

(919) 757-0756 (Raleigh)  
(704) 331-3299 (Huntersville)



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**OFFICE LOCATION:**

Raleigh Dealer Section  
4123 New Bern Ave. Ste. #151  
Raleigh, NC 27610  
Huntersville Dealer Section  
12101 Mount Holly-Huntersville Rd.  
Huntersville, NC 28078



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Vehicles Sold in a Relevant 12-Month Period	Maximum Number of Plates
Fewer than 12	3
At least 12 but less than 25	6
At least 25 but less than 37	7
At least 37 but less than 49	8
49 or more	At least 8, but no more than 5 times the average number of qualifying sales representatives employed by the dealer during the relevant 12-month period.

- To indicate which classifications of plates are needed, complete the enclosed ISU-405 and submit with the ISU-403A.
- The review and completion of the ISU-403A Renewal Application for Dealer Plates (Mid-Term Year) is used to verify dealer license information for accuracy and to document plate fees and insurance certification.
- The enclosed Affidavit (ISU-418) must be completed in its entirety and must be notarized. Only original documents will be accepted. Copies will not be accepted.
- Please provide the garage liability insurance company underwriter's name and policy number information. The complete name of the insurance company underwriter must be listed. *Agent's name is not acceptable.*
- You should total all fees and submit applications and fee remittance. Make check or money order payable to the NC Division of Motor Vehicles.

Applications should be mailed to:

NC State Highway Patrol – Dealer Section  
3129 Mail Service Center  
Raleigh, NC 27697-3129

We encourage you to return your application and fees by mail to the North Carolina State Highway Patrol Dealer Section as soon as possible, so that you will receive your licenses and plates prior to your renewal date. Thank you for your prompt attention to the renewal request.

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