



North Carolina State Highway Patrol

Josh Stein
Governor

Freddy L. Johnson, Jr.
Commander

RETURN NOTICE

Dealer Number: _____ Dealer Name: _____

Reference: _____

Your submission is being returned for the reason(s) indicated below. Please review each item carefully and provide the required corrections or documentation.

INCOMPLETE OR MISSING FORMS

The following form(s) or document(s) are incomplete or missing. Please locate the indicated item(s) and complete all highlighted sections.

INCORRECT FEES

Your check or money order is being returned. Please remit the correct fees as required in the amount of \$ _____.

CONTINUING EDUCATION REQUIREMENT

Before your license can be renewed, you must complete a valid 6-hour Dealer Continuing Education Course, as required by N.C.G.S. 20-288(a1)(2). One 6-hour course is required per year of the licensing period.

CORPORATION/LLC STATUS NOT CURRENT

Your Corporation/LLC must be active and in good standing with the NC Secretary of State before your dealer license can be renewed.

ASSUMED NAME (DBA) FILING NOT CURRENT

Please ensure that your Assumed Name Certificate has been re-filed with the Register of Deeds in the county where you conduct business after December 2022. If your DBA does not appear on the NC Secretary of State website, it is not currently registered.

CHANGE IN COMPANY OFFICIALS / OWNERSHIP

The NC Secretary of State records indicate changes in your company officials or owners/members. Please complete Form ISU-400B and provide documentation such as Meeting Minutes, indicating all changes, including percentage of stock ownership. If a complete or majority ownership change has occurred, a New Dealer Application is required.

DEALER PLATE ISSUES

The following Dealer Plates could not be replaced: _____

For stolen plates, please provide a police report. For lost plates, please provide a letter of explanation.

OTHER:

MAILING ADDRESS:

3129 Mail Service Center
Raleigh, NC 27697
www.ncshp.gov

TELEPHONE:

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



An Equal Opportunity Employer

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