Mark Gordon
Governor

WYOMING Department of Transportation
"Providing a safe, high quality, and efficient transportation system"
5300 Bishop Boulevard, Cheyenne, Wyoming 82009-3340

K. Luke Reiner
Director

## DOCUMENT A - TEMPORARY RV DISPLAY & SALES EVENT PERMIT APPLICANT INSTRUCTIONS

ASSOCIATED WITH A NATIONAL RV RALLY (WS 31-16-127)

- Copies of your state RV Dealer License(s), franchise agreement(s), and IRS documentation of your FEIN must be submitted with the permit application. Be sure that these additional documents, the $500.00 permit application fee, and Demo Plate and Temporary Registration Permit fees (if applicable) are submitted with the application.

- The permit applicant must undergo a state and national criminal history record background check. The owner, corporate officer, or member of the LLC/LP who signed the permit application must submit a completed Background Check Information Questionnaire, completed fingerprint cards, and $39.00 fingerprint processing fees with the permit application (forms enclosed). Criminal History Record Information may take a minimum of 30 days to process. A permit will not be issued until the criminal history record information is received, reviewed, and the permit application approved by the Department.

- You will be notified if your application for a Temporary RV Display & Sales Event Permit has been approved, at which time you will need to have the $50,000 surety bond executed through your insurance provider and submitted to the Department (bond form enclosed).

- Your Temporary RV Display & Sales Event Permit and any Demo Plates or Temporary Registration Permits that you have purchased will be mailed to you prior to the event.

- At the end of the event, please mail your Temporary RV Display & Sales Event Permit with the Statement of Sales section completed, Demo Plates, issued Temporary Registration Permit Stubs, and any unused Temporary Registration Permits to the address below. *Failure to return these items may result in the Department filing claim against the $50,000 surety bond you have submitted as a condition of permitting.*

Please contact us if you have any questions regarding the Temporary RV Display & Sales Event Permit procedures or if you need assistance with the application. Thank you for your cooperation with this matter.

Wyoming Department of Transportation
Compliance & Investigation
5300 Bishop Boulevard
Cheyenne, Wyoming 82009-3340
Phone: (307) 777-3815, Fax: (307) 777-4229

Wyoming Department of Transportation
Compliance & Investigation
5300 Bishop Boulevard
Cheyenne, WY 82009
Phone (307) 777-3815
Fax (307) 777-4229

DO NOT WRITE IN THIS SPACE

Permit Number: _____
Date Issued: _____
Event Date: _____

# Document B

## *TEMPORARY RECREATIONAL VEHICLE DISPLAY & SALES PERMIT APPLICATION*

**********

***According to Wyoming Statute 31-16-127: Before displaying, demonstrating, exchanging, or selling a recreational vehicle, an out of state recreational vehicle dealer shall apply for a Temporary Recreational Vehicle Display & Sales Permit at least ninety (90) days prior to the recreational vehicle display and sales event. The recreational vehicle display & sales event must be held in conjunction with a state, regional, or national recreational vehicle rally with at least 150 pre-registered units. An out of state recreational vehicle dealer may not operate in more than three (3) events per calendar year and each recreational display & sales event shall not exceed seven (7) consecutive days. The Temporary Recreational Vehicle Display & Sales Permit Application shall be accompanied by a $500.00 permit fee, $50,000 surety bond, completed background check form(s), completed fingerprint card(s), fingerprint processing fee(s), and any other information required by the department. The permit to operate in a temporary recreational vehicle display & sales event shall be displayed in a location at the event where any peace officer or designated member of the department can examine it.***

**********

**_____ First _____ Second _____Third: Temporary RV Display & Sales Event Permit Application for 20_____**

********SECTION (A) - RECREATIONAL VEHICLE DEALER INFORMATION********

1.) _____
Legal Name of Recreational Vehicle Dealership

2.) _____
Trade Name of Recreational Vehicle Dealership

3.) _____
Mailing Address City Zip Code

4.) _____
Telephone Number Toll Free Number Fax Number

5.) _____
Dealership Contact for Event Title Telephone Number

6.) _____
Dealership Contact e-mail address

7.)_____
State(s) Licensed as a Recreational Vehicle Dealer License #s (include copies) Expiration Date(s)

8.) _____
Make of Vehicles Sold / Franchises Held *(Include copies of franchise and sales & service agreements for each)*

9.) Federal Employer Identification Number (FEIN) _____
*(Include IRS Documentation of this FEIN)*

********SECTION (B) - TYPE OF OWNERSHIP********

1.) Please Check One: ____ Corporation* ____ Limited Liability Company* ____ Limited Partnership*

____ Joint Venture ____ General Partnership ____ Sole Proprietor

2.) *Incorporated under the laws of the State of: _____ Date of Incorporation: _____

********SECTION (B) - TYPE OF OWNERSHIP (Continued)********

3.) List all Owners, Partners, Members, or Corporate Officers of the Company or Business *(Attach additional pages if necessary)*: The information provided below is NOT subject to Public Record.

| Name | SSN | Title | Home Address *(Not Business Address)* |
|---|---|---|---|
| Name | SSN | Title | Home Address *(Not Business Address)* |
| Name | SSN | Title | Home Address *(Not Business Address)* |
| Name | SSN | Title | Home Address *(Not Business Address)* |

********SECTION (C) – EVENT INFORMATION********

1.) PLEASE LIST THE PHYSICAL ADDRESS OF THE TEMPORARY RECREATIONAL VEHICLE DISPLAY AND SALE EVENT

_____

_____

2.) PLEASE LIST THE NAME OF THE SHOW(S) YOU WILL BE ATTENDING

_____

3.) _____
Trade Show Coordinator City/State Telephone Number

4.) PLEASE LIST THE DATES OF THE TEMPORARY RECREATIONAL VEHICLE DISPLAY AND SALES EVENT:

From_____ To_____

5.) INDICATE THE TYPE OF VEHICLES YOU WILL BE SELLING AT THE EVENT *(Manufacturer/Make)*

_____

_____

6.) NUMBER OF DEMONSTRATION (DEMO) PLATES REQUESTED FOR EVENT: _____
(Maximum of 2 Plates, $25.00 Each)

7.) NUMBER OF TEMPORARY REGISTRATION PERMITS REQUESTED FOR EVENT: _____
(Contact WYDOT Compliance & Investigation for Number/Cost: 307-777-3815)

---

*As a new applicant, I declare that everything contained in this application is a true and accurate statement. I, as owner, officer of the corporation, or member of the LLC or LP, have the authority to sign this application and submit to the Criminal History Background Check Requirement as a condition of obtaining this permit.*

_____
Signature of Applicant *(Owner/Corporate Officer Member of LLC or LP)* Title

_____
Printed Name of Applicant *(Owner/Corporate Officer/Member of LLC or LP)* Date

**Wyoming Department of Transportation**
**Compliance & Investigation**
**5300 Bishop Boulevard**
**Cheyenne, WY 82009-3340**
**(307) 777-3815 Office Phone**
**(307) 777-4229 Office Fax**

# Wyoming Vehicle Dealer & Wyoming Based/Direct Sale Manufacturer License Background Check Questionnaire

*** IMPORTANT – READ CAREFULLY ***

Information submitted with this questionnaire is confidential in nature and cannot be disseminated unless approved under the laws of the Privacy Act. This information is used to determine your eligibility for a Wyoming vehicle dealer/ Wyoming based or direct sale manufacturer license. ***INCORRECT, INCOMPLETE OR FALSE INFORMATION IS GROUNDS FOR REFUSAL TO ISSUE A LICENSE.***

Pursuant to W.S. 31-16-103(a)(v); any new applicant for a Wyoming vehicle dealer/Wyoming based manufacturer license issued under this act; including all officers of a corporation, members of a limited liability company or limited partnership, **shall provide information necessary for a state and national criminal history record background check including completed fingerprint cards and release of information as provided in W.S. 7-19-01(a)(ix); and shall consent to the release of any criminal history information to the department.**

**Pursuant to W.S. 31-16-103(c) the department may DENY issuance of a Wyoming vehicle dealer/Wyoming based or direct sale manufacturer license if any person applying for a license:**

**(1) Knowingly makes a materially false statement in applying for a license;**

**(2) Fails to furnish the required bond;**

**(3) Has any previous administrative or criminal action or has lost a civil action in this state or any other state relating to the conduct of the business license type applied for during the ten(10) years preceding the date of the application;**

**(4) Used or permitted the use of demo, full use plates and/or temporary registration permits in an unauthorized manner or purpose;**

**(5) Has been convicted of a felony involving fraud, conspiracy to commit fraud, forgery, embezzlement, obtaining money under false pretenses, larceny or extortion within the immediate ten(10) year period prior to the date of the license application;**

**(6) Has been convicted of a felony under W.S. 6-2-302;**

**(7) Failed to furnish any requested information to the department.**

**BEFORE MAILING YOUR APPLICATION:** Please remember to check off that each question or request is answered and has been completed on the questionnaire. Wyoming vehicle dealer & Wyoming based manufacture applicants, please remember to enclose a **PERSONAL COLOR PHOTOGRAPH, COMPLETED FINGERPRINT CARDS AND $39.00** fingerprint processing fee in **certified funds**; a cashier's check or money order. ***FALSE OR INCOMPLETE INFORMATION IS GROUNDS FOR DENIAL OF YOUR LICENSE.*** State and National Criminal History Record Information may take a minimum of thirty (30) days to process. A Direct sale manufacturer must submit a background check questionnaire and color photo of all applicants. A Wyoming vehicle dealer/Wyoming based or direct sale manufacturer license will not be issued until the information is received reviewed and the application is approved by this office.

****Applicant Notification and Record Challenge:*** *Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34*

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

**As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.**

- **You must be provided written notification[1] that your fingerprints will be used to check the criminal history records of the FBI.**
- **You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared. [2]**
- **If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.**
- **The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.**
- **If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.[3]**

**You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[4]**

**If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks.**

**If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)**

---

[1] Written notification includes electronic notification, but excludes oral notification.

[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

[3] See 28 CFR 50.12(b).

[4] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Wyoming Department of Transportation
Compliance & Investigation
5300 Bishop Boulevard
Cheyenne, WY 82009-3340
(307) 777-3815 Office Phone
(307) 777-4229 Office Fax

Date Received: _____

Application: _____Approved / _____Denied

Date of Disposition: _____

# Wyoming Vehicle Dealer & Wyoming Based/Direct Sale Manufacturer License Background Check Questionnaire

## APPLICATION INFORMATION

1) _____ BUSINESS NAME

2) _____ SOCIAL SECURITY NUMBER

3) _____ FULL NAME – LAST, FIRST, MIDDLE

4) _____ NICKNAME(S)

5)_____ RESIDENT ADDRESS (NUMBER AND STREET)

6)_____ CITY

7) _____ STATE

8) _____ ZIP CODE

9) _____ DATE OF BIRTH

10) __MALE __FEMALE

11) _____ HAIR

12)_____ EYES

13)_____ HEIGHT

14)_____ WEIGHT

15)_____ DRIVERS LICENSE/IDENTIFICATION NUMBER

16) _____ ISSUING STATE

17)_____ EXPIRATION DATE

18) _____ AREA CODE/HOME PHONE NUMBER

19) _____ AREA CODE/BUSINESS PHONE NUMBER

20)_____ AREA CODE/CELL PHONE NUMBER

## BACKGROUND INFORMATION

**21) Have any of the current applicants, owners, salespersons or any agents ever held a license in this state or any other state to sell or manufacture vehicles? _____YES _____NO**
**-If YES, what state(s), license number and type; _____**

**22) Have any of the current applicants, owners, salespersons or any agents ever had a license to sell vehicles revoked, suspended, refused or subjected to ANY other disciplinary action, including but not limited to forfeiture of any part of a dealer or manufacturer bond? _____YES _____NO**
**-If YES, please explain; _____**

_____

**23) Have any of the current applicants, owners, salespersons or any agents ever been known by or used ANY other name other than the name appearing on this questionnaire? _____YES _____NO**
**-If YES, what names; _____**

**24) Have any of the current applicants, owners, salespersons or any agents EVER had a civil judgment rendered against them? _____YES _____NO**
**-If YES, was it a result of any activity related to the business you were licensed for? _____YES _____NO**
**-If YES, please explain; _____**

_____

**25) Have any of the current applicants, owners, salespersons or any agents EVER declared bankruptcy? _____YES _____NO**
**-If YES, give the dates and location of court of jurisdiction; _____**

## CRIMINAL HISTORY INFORMATION

**26) Do any of the current applicants, owners or other agents have any criminal or civil actions PENDING in any state or federal court? _____YES _____NO**
**-If YES, State of the court, case number and nature of charges; _____**

**27) Do any of the current applicants, owners or any agents have any administrative actions PENDING against them for any business that requires to be licensed, that they are involved with? _____YES _____NO**
**-If YES, state the location and nature of actions; _____**

**28) Have any of the current applicants, owners or any agents ever been CONVICTED, PLACED ON PROBATION or RELEASED FROM INCARCERATION FOLLOWING CONVICTION for any crime of offense, either FELONY or MISDERMEANOR, of ANY Federal or State jurisdiction, within the last ten(10) years?(Exclude minor traffic offenses) _____YES _____NO**

*** - If you answered YES to QUESTION 28, list each separate offense by date of conviction, offense, court of jurisdiction and disposition in the appropriate columns below.**

*** - Even if you were pardoned, pled nolo contendere or if the conviction was later expunged from the record of the federal or any state court, you are required to disclose the conviction.**

*** - If you are currently awaiting judgment and sentencing following entry of a plea or jury verdict, you are still required to disclose the conviction.**

**Attach additional pages, if necessary**

**Arrest Date ------- Conviction Date -------- Convicted Of -------- Court of Jurisdiction ---------- Disposition of Offense**

_____/_____/_____/_____/_____

_____/_____/_____/_____/_____

_____/_____/_____/_____/_____

**29) I have submitted a color photo of self and a thirty-nine ($39) Finger Print Processing Fee in certified funds _____YES _____NO**
* Finger prints are not required for Direct Sale Manufacturer at this time.

**Wyoming Vehicle Dealer/Based Manufacturer:** There are two finger print cards included with this questionnaire, one for a non- criminal justice record and one for an FBI criminal justice record. You may contact your local law enforcement agency for assistance with fingerprinting. Both fingerprint cards must be completed and submitted with your application, along with a $39.00 disclosure fee in certified funds. Please address the **cashier's check or money** order to "**Attorney General-DCI**" for the disclosure fee. The results will be delivered to the WYDOT Compliance & Investigation Section and used for licensing purposes.

***I hereby swear or affirm that I have reviewed the information submitted on the questionnaire and personally verify it is truly accurate. I understand that if any of the information is incomplete, false or falls into any of the seven categories on the information sheet, the vehicle dealer manufacturer application may be denied. I certify that as owner, partner or officer of the business I have the authority to sign this questionnaire.***

SIGNATURE _____ TITLE _____

PRINTED NAME _____ DATE _____

*Temp RV Permit DOC D (09/18)*

**WYOMING DEPARTMENT OF TRANSPORTATION**
**COMPLIANCE & INVESTIGATION**
**5300 BISHOP BLVD.**
**CHEYENNE, WYOMING 82009-3340**

BOND NO. _____

**TEMPORARY RECREATIONAL VEHICLE DISPLAY AND SALES PERMIT BOND**

**KNOW ALL MEN BY THESE PRESENTS:** That I/We, _____
Legal Name(s), dba and Ownership Structure (Indicate Corporation, General Partnership, Sole Proprietorship, LLC, etc.)

_____ as **PRINCIPAL**, and
(Recreational Vehicle Dealership Location Address or Box Number, City, State and Zip Code)

_____a corporation organized under the laws of the STATE OF_____,
and authorized to do surety business in the State of Wyoming, as surety, are held and firmly bound unto the STATE OF WYOMING in the penal sum of fifty thousand dollars ($50,000.00) lawful money of the United States, to be paid to the Wyoming Department of Transportation, as agent for the State of Wyoming, for which payment will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, or assigns, and each of them, jointly and severally by these presents:

The above named principal is a dealer as defined by W.S. 31-16-101 (a) (xviii) and has pursuant to W.S. 31-16-127, made application with the Wyoming Department of Transportation for a permit to operate in a temporary recreational vehicle display and sales event and is required by W.S. 31-16-127 (b)(x) to deposit with the above said DEPARTMENT, a surety bond in the amount of fifty thousand dollars ($50,000.00) to guarantee the return by such principal of the temporary recreational vehicle display and sales permit, demo license plates, and unused temporary registration permits issued thereunder; and be conditioned that the applicant shall not practice any fraud, fraudulent misrepresentations or violate any federal or state law, rules or regulations relating to the conduct of the business. This bond shall be forfeited upon any violation of W.S.31-16-101 through 31-16-127.

This obligation shall become effective on _____day of _____, 20___, and shall continue in full force

up to and including the _____day of _____, 20___.

Executed by **Principal/Dealer**

_____
Principal(s) (Must appear exactly as shown captioned above)

BY:_____
Signature (President,Vice President, Partner, or Owner)

_____
Printed/Typed Name Title

_____
Signature (Additional Partner or Owner)

_____
Print/Typed Name Title

Executed by **Surety**

_____
Name of Corporate Surety

BY:_____
Authorized Signature

_____
Printed/Typed Name Title

(CORPORATE SURETY SEAL)

*****THE ACKNOWLEDGEMENTS BELOW MUST BE COMPLETED*****

**For Principal Signature 1:**

State of _____)

County of _____)

The foregoing instrument was acknowledged before me by

_____

This _____ day of _____, 20_____.

Witness my hand and official seal.

_____
Notary Public
My Commission Expires: _____

(NOTARY SEAL)

**For Additional Owner/Partner Signature, if any:**

State of _____)

County of _____)

The foregoing instrument was acknowledged before me by

_____

This _____ day of _____, 20_____.

Witness my hand and official seal.

_____
Notary Public
My Commission Expires: _____

(NOTARY SEAL)

**For Surety Signature:**

State of _____)

County of _____)

The foregoing instrument was acknowledged before me by

_____

This _____ day of _____, 20_____.

Witness my hand and official seal.

_____
Notary Publuc
My commission expires:_____

(NOTARY SEAL)

**For Wyoming Attorney General:**

Approved by Attorney General

_____
Signnature Date

**(See Reverse Side for Instructions)**

# TEMPORARY RECREATIONAL VEHICLE DISPLAY & SALES EVENT SURETY BOND INSTRUCTIONS

1. Enter the principal's name and dba (if applicable) **exactly** how it is listed with the Wyoming Secretary of State, including capitalization, punctuation, abbreviations, symbols, etc. To check how the business is listed please visit: https://wyobiz.wy.gov/Business/FilingSearch.aspx. Bonds where the principal's legal name does not exactly match the name listed with the Wyoming Secretary of State's Office will not be accepted. Please also list the legal capacity after the principal's legal name and dba (if applicable). The legal capacity must be stated in the caption of the bond. For example, ABC, Inc. dba XYZ Cars, a corporation.

   a. If the business is a sole proprietorship, the name of the owner must appear in the body of the bond, stating the trade name of the business. For example, John Doe dba Acme Cars and Trucks, Sole Proprietorship.

   b. If the business is a partnership, all partners' names must appear in the caption of the bond and indicate the type of partnership. For example, John Doe and James Jones dba Elite Wheels Company, General Partnership.

2. The business location address or post office box, city, state and zip code must be shown on the address line. Home addresses will not be accepted unless the business location is at the same address in a building separate from the residence.

3. The obligation of the bond must be for one (1) year. Cancellation of the bond will not be accepted unless a newly executed bond is in place for the same time period as indicated on the original bond. Continuation Certificates are not acceptable.

4. The proper person must sign for the Principal:
   - For an *individual or sole proprietor,* that person signs.
   - For a *corporation,* the President, Vice President or CEO signs.
   - For a *general partnership,* all partners must sign.
   - For a *limited partnership,* all general partners must sign; if a general partner is an entity, you must also follow the above requirements for that type of entity.
   - For a *limited liability company,* all managers designated in your operating agreement must sign; if the manager is an entity, you must also follow the above requirements for that type of entity.
   - *Joint ventures* and *limited liability partnerships* are treated as general partnerships,
   - *Limited liability limited partnerships* are treated as limited partnerships.
   - For a *Wyoming statutory trust,* all trustees must sign.

   If a person other than the person indicated above signs, you must also provide, *with the Bond,* certified resolutions from the entity's governing body (e.g., board of directors), demonstrating the person's authority to sign for and bind the entity. ***Completion of an inappropriate bond form may delay issuance of a license.***

5. When the surety company executes the bond by an attorney-in-fact, the dates of (a) the Power of Attorney, (b) the acknowledgement of the surety's signature on the bond form, and (c) the date of the Power of Attorney's signature on the bond form must all be the same. ***Differing dates will result in the bond being rejected.***

6. The person who signs on behalf of the surety must be the president, vice-president or attorney-in-fact for the surety. The bond must be accompanied by a properly executed Power of Attorney authorization for the person who signs the bond on behalf of the surety. The signature of the attorney-in-fact acting on behalf of the surety must be the same as shown on the bond. Type or print principal and attorney-in-fact names directly below their respective signatures.

7. Signatures and seals may be affixed by facsimile, but the date must be original.

8. All changes or strikeovers must be initialed by the notary and the surety company must be notified of any changes.

9. Except for signatures and dates, bonds are to be either typed or printed.

10. Incomplete or incorrect bonds will be returned for completion or correction at the expense of the principal.

Matthew H. Mead
Governor

WYOMING Department of Transportation
"Providing a safe, high quality, and efficient transportation system"
5300 Bishop Boulevard, Cheyenne, Wyoming 82009-3340

William T. Panos
Director

# Document F

## WYOMING TEMPORARY RV DISPLAY & SALES EVENT PERMIT HOLDER INSTRUCTIONS

## Use of Demo Plates

**W.S. 31-16-126 (a)** Vehicles while included as a part of a licensed dealer's inventory may be operated on highways with demo license plates issued pursuant to W.S. 31-16-125, provided that:

(i) Demo plates may only be displayed on vehicles owned by or consigned to the dealership;

(ii) Notwithstanding paragraph (v) of this subsection, a dealer demo plate may only be used on a vehicle operated by a prospective buyer, by a dealership employee with a prospective buyer in the vehicle, or for conducting legitimate dealership business by a dealership employee during normal business hours and for no other purpose except as authorized by the department for good cause shown;

(iii) A dealer demo plate may not be used on any vehicle which has been sold and is in the possession of the purchaser, or upon any vehicle leased or rented by a dealer;

(iv) A demonstration by a prospective buyer cannot exceed seven (7) calendar days;

(v) Owners and employees of the dealership may not operate a vehicle with demo plates for their private purposes or use a demo plate for commercial purposes except as provided by this section;

(vi) Demo plates cannot be displayed on any of the following vehicles owned by the dealership which shall be titled and registered in the name of the dealership:

(A) Tow vehicles;
(B) Parts and delivery vehicles;
(C) Service department loaners;
(D) Courtesy shuttle vehicles;
(E) Rental vehicles; and
(F) Haulers.

(vii) Except as authorized by the department for good cause shown, a dealer demo plate shall not be loaned to charitable organizations, parades or shows;

(viii) A dealer demo plate shall not be loaned or given to any person other than prospective buyers for demonstration purposes;

(ix) Demo plates shall be designated by "DEMO" above or below the plate numbers;

**W.S.31-16-127(b)(i)(C)** A Temporary Recreational Vehicle Display & Sale Permit Holder may be issued two demo plates.

**Rules & Regulations - Chapter 5, Section 8**

(b) Demo plates may be used on vehicles operated to or from an auto auction provided:

(i) The demo plate displayed shall be registered to the Wyoming-licensed dealer transporting the vehicle to, or from, an auto auction.

(ii) Each vehicle displaying a demo plate shall be included in the dealer's inventory before a demo plate can be displayed.

(iii) A demo plate shall not be displayed on a vehicle being operated by a dealership employee after normal business hours. Normal business hours are the declared business hours defined in Section 2(d) of these rules and regulations.

(c) Demo plates may be operated by a prospective customer after normal business hours provided this demonstration does not exceed 7 calendar days and meets all the other requirements of W.S. 31-16-126.

## Issuance of Temporary License Permits

**W.S. 31-16-126 (d)** Vehicles may be operated without registration for sixty (60) days from the date of purchase when displaying a temporary license permit issued by a licensed dealer or the department.

**W.S. 31-16-127(b)(i)(D)** A Temporary Recreational Vehicle Display & Sale Permit Holder may be issued ten temporary license permits for issuance to purchasers of recreational vehicles at the event.

**Rules & Regulations - Chapter 5, Section 7**

(a) Requests by licensed dealers for temporary license permits shall be made to the Licensing Section, Wyoming Department of Transportation, 5300 Bishop Blvd., Cheyenne, Wyoming 82009-3340 or to Wyoming ports of entry.

(b) The fee for temporary license permits shall be determined by the department and remittance shall accompany the order. No permits shall be issued until payment is received.

(c) Vehicle dealers shall issue a temporary permit for all retail vehicle sales. When issuing a temporary license permit, all dealers shall advise the permit holder to carry or be able to produce a copy of the dealer's invoice of sale on the vehicle to which the temporary license permit is displayed. This permit serves as evidence of actual purchase of the vehicle.

(d) Dealers shall issue temporary license permits in the same name(s) that appear(s) on the new title for the vehicle sold. Dealers shall not issue subsequent permits on the same vehicle in

the same owner's name. Lost or stolen permits shall be reported to the department immediately. Upon department approval, a dealer may issue a duplicate permit in extenuating circumstances.

(e) ~~The dealer shall keep a sequential record in numerical order of every temporary license permit issued. The record shall be readily accessible at the dealer's principal place of business in a separate, permanent file. The dealer shall detach the stub portion of the temporary license permit when the permit is issued and forward the stubs daily to the Licensing and Titling Section, Wyoming Department of Transportation. If a temporary license permit is filled out incorrectly or the sale of the vehicle is rescinded, or if for some other reason the permit is unusable, the dealer shall void and retain the dealer copy of the permit, returning the stub and the window portion of the permit to the Wyoming Department of Transportation Licensing and Titling Section immediately, accompanied with an explanation why the temporary permit was voided.~~ This does not apply to the new Secure E-Tag Temporary Permit System in place effective 8/9/18

(f) The required information on the permits shall be typed or printed using permanent ink. The expiration date shown in the middle of the permit shall be completed in permanent ink with large, legible numbers not less than1-inch high and 1-inch wide, with 2 digits each for the month, day, and year. The expiration date on the temporary registration shall be clearly legible from a distance of at least 30 feet when displayed on the vehicle.

(g) The temporary license permit shall be displayed on the rear of the vehicle, either in the rear window or the license plate bracket, and in all situations in a place where the printed information on the permit and the expiration date can be easily seen.

(i) Temporary license permits shall not be placed in rear windows with less than 70 percent light transparency.

(ii) If a permit holder is used, it shall not cover any of the printed information on the permit, including, but not limited to, the expiration date.

(iii) If a license plate frame is used with a permit holder, it shall not cover any printed information or expiration date on the permit.

(iv) ~~Temporary license permits shall be protected from exposure to weather and road conditions that might render the information on the permit illegible.~~ This does not apply to the new Secure E-Tag Temporary Permit Paper in place effective 8/9/18

(h) Temporary license permits sold to a dealership shall not be loaned or exchanged with other dealerships or be used on vehicles not sold from the issuing dealer's inventory.

(i) The department may refuse to issue additional permits if a dealer violates any statute, rule, or regulation related to the conduct of the dealer's business, or if the dealer fails to account for all temporary license permits the dealer purchased.

## Daily Inventory Record

**W.S. 31-11-107. Daily records of vehicle dealers; penalties for violations.**

(a) Every dealer shall keep and maintain in his place of business, a permanent legibly written daily record of all vehicles and vehicle components which carry a vehicle identification number coming into his possession except those vehicles received by him for the express purpose of repairs that do not require the replacement of any component that bears a vehicle identification number. The record shall include the name and address of the owner or vendor, the date of the transactions, the model year, make and style, vehicle identification number, the state registration license number and the purpose and disposition of the vehicle or component. The record is to be open at all times to the inspection by the department or any peace officer and available for use as evidence. Daily records may be destroyed after retention for three (3) years.

(b) Every person offering or delivering to a dealer for resale or consignment any vehicle or vehicle component which carries a vehicle identification number shall register his name, address and the name and address of the owner in the record kept by the dealer. The driver, on request or demand of the dealer or his agent, shall produce for examination the vehicle state registration license certificate issued to the driver or to the owner of the vehicle.

(c) Any person knowingly violating any provision of this section shall be punished by a fine not to exceed seven hundred fifty dollars ($750.00), by imprisonment not to exceed six (6) months, or both.

(d) Any person knowingly and with intent to defraud violating any provision of this section shall be punished by a fine not to exceed five thousand dollars ($5,000.00), by imprisonment not to exceed five (5) years, or both.

## Permit Holder Statement of Sales

**W.S.31-16-127(b)(xi)(E)** The $50,000 surety bond filed by the permit holder shall be returned by the department to the bond holder within thirty (30) days after the last day of the event if no sales were consummated in Wyoming, or one (1) year after the last date of any sales transacted at the event if all conditions and guarantees of the bond have been met.

Note – Upon completion of the event, the permit holder shall return the Temporary Recreational Vehicle Display & Sales Event Permit with the Statement of Sales section completed, along with demo license plates, issued Temporary License Permit stubs, and unused Temporary License Permits. The surety bond will not be returned until these items are received by the department.

## Contact Information

Wyoming Department of Transportation, Compliance & Investigation
5300 Bishop Boulevard, Cheyenne, Wyoming 82009
(307) 777-3815 / (307) 777-4229 *fax*

tel: +1 717 293 4110
1857 Colonial Village Lane, Lancaster, PA USA 17601
www.opsecsecurity.com

E-mail this form to:

**SecureETag_WYDOT_CS@opsecsecurity.com**

# OpSec Security Customer Maintenance Form

## Complete this form to get an account for ordering seals.

| Please provide the following information | |
|---|---|
| The BRAND you are licensed with | Wyoming SecureETag |
| Complete legal name as it appears on your license | |
| Billing address | |
| Billing City and State | |
| Billing Postal Code | |
| Ship to name | |
| Ship to address | |
| Ship to address city and state | |
| Ship to Postal Code | |
| Accounts payable contact name | |
| Accounts payable contact email address | |
| Accounts payable contact phone number | |
| Order placement contact name | |
| Order placement contact email address | |
| Order placement contact phone number | |
| Order placement contact name (if others needed) | |
| Order placement contact email address | |
| Order placement contact phone number | |
| Once we receive this form, we will reach out to the Brand for approval. Once approval is received, we will activate your account and provide you with login, password, and ordering information. | |