

78-4188-B (09/12)



**APPLICATION FOR MOTOR VEHICLE SERVICE LICENCE**  
DEPARTMENT OF PUBLIC SAFETY - MOTOR VEHICLE  
BRANCH

**364 ARGYLE ST PO BOX 6000**  
**FREDERICTON NB E3B 5H1**  
**(506) 453-2410**

For complete Motor Vehicle Act - <http://www.gnb.ca/0062/acts/acts/m-17.htm>  
Motor Vehicle Act Regulations - <http://www.gnb.ca/0062/regs/m-17reg.htm>

**Note:** Please print clearly

Check appropriate box

<input type="checkbox"/>	New Licence
<input type="checkbox"/>	Relocation (indicate previous licence number)

Prev. Licence No.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date premises will be ready

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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dd / mm / yyyy

**1. Business Name:**

<input type="text"/>
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**2. Physical Address**

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Postal Code

Business Phone:(506)

Cell: (506)

**3. Mailing Address - if different from physical address**

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Postal Code

Business Fax:(506)

**4. Check list (shaded area Head Office use only)**

<input type="checkbox"/>	Business No. / Corporate Affairs No.
<input type="checkbox"/>	Service Contract (dealers)
<input type="checkbox"/>	Bond (dealers)
<input type="checkbox"/>	Zoning

Contact Person

Email:

(shaded area Head Office use only)

Approved:  
Registrar of Motor Vehicles

Date:

<b>5. Dealer</b>
<b>New Motor Vehicle</b>
<b>Sub-Dealer</b>
<b>Used Dealer</b>
<b>Motorcycle</b>
<b>*Transit</b> -heavy equip / farm machinery
<b>Transit</b> - trailers (utility & recreational)
<b>Off-Road Vehicles</b>
<b>*Wrecker</b>

\* No Service Contract required

If Dealer only - include Service Contract in lieu of # 8

**8. Service Technicians**

<b>Automobile</b>
<b>Names &amp; Certification #</b>

<b>Suspension Steering &amp; Brake</b>
<b>Names &amp; Certification #</b>

<b>Truck &amp; Transport</b>
<b>Names &amp; Certification #</b>

<b>Commercial Trailer Technician #</b>
<b>Names &amp; Certification #</b>

<b>Apprenticeship Licence</b>
<b>Names &amp; Certification #</b>

Attach extra page if necessary

<b>6. Inspection (check type below)</b>
<b>Light Vehicle</b>
<b>School Bus</b>
<b>Heavy Vehicle</b>
<b>Fleet only</b> <input type="checkbox"/> regular <input type="checkbox"/> heavy
<b>Trailer only</b> <input type="checkbox"/> utility <input type="checkbox"/> commercial

<b>7. New/Relocation Fee Table</b>	<b>Fees Due</b>	
\$150.00	Dealer Motor Vehicle Act	
\$38.00	Dealer Off Road Vehicle Act	
\$150.00	Dealer Motor Vehicle Act & Off Road Vehicle Act	
\$76.00	Inspection Station	
<b>Pay this amount</b>		

Cheque or Money Order made payable to the "Minister of Finance"

9. I, THE UNDERSIGNED, HEREBY DECLARE THAT THE INFORMATION GIVEN HERE IS CORRECT TO THE BEST OF MY BELIEF.

\_\_\_\_\_

Applicant - Signature

Title

Date

Sworn to before me at \_\_\_\_\_ of \_\_\_\_\_

in the County of \_\_\_\_\_ Province of New Brunswick.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_  
COMMISSIONER OF OATHS

\_\_\_\_\_  
My commission expires



1. **Name of Business** – must match Corporate Affairs listing and Bond
2. **Physical Address** – where the business is or will be located
3. **Mailing address** – where correspondence is to be sent. (if same as section 2, do not complete)
4. **Check list** – if these items are not included with your application, your application will not be processed.
  - a. **Business No.** – indicate your Business Number, the Business Number (BN) is a 15-digit identifier used in Canada to which businesses can register program accounts with the Canada Revenue Agency (CRA). This number should be used when communicating with the CRA about accounts you have or wish to create. Not all businesses require a Business Number (BN). You only need a BN if you require any one of the following business accounts:
    - GST/HST
    - Payroll
    - Corporate income tax
    - Import/Export
    - Toll-free (information): 1-800-959-5525 (Business enquiries and registrations)
  - b. **Corporate Affairs No.** – Corporate Registry incorporates New Brunswick-based business corporations and non-profit companies, and registers partnerships and business names under which sole proprietorships and partnerships operate. For more information 453-2703.
  - c. **Service Contract** – Contract between Dealer and Inspection Station (who is doing inspections and repairs on the vehicles being sold). All dealer categories except Off Road, Motorcycle, and Transit (heavy equipment and farm machinery)
  - d. **Bond** – All dealer categories except Off Road must have a bond in place, this must be sent in with your application form, and the renewal/continuation certificate must be sent in if any changes are made. This bond must be in the Business Name.
  - e. **Zoning** – a letter from the City/Rural Planning/Local Service District, must be provided at time of application showing that there is permitted use for the licence you are applying for. If your business is in an area that does not have any zoning in place, a letter must be submitted from the Rural Planning District, indicating that it is in an area that is not zoned and that the business may run from that location.
5. **Dealer Type** – check off what type of dealer licence you are applying for.
6. **Inspection** – check off what is being applied for. The Inspection licence must identify which type of inspections your station is qualified to perform.
7. **Fee Table** – be sure to add together all of the amounts required for your total.
  - ie. If you are licencing as an off road dealer and inspection station, write the fees in the right hand column and total them at the bottom.

\$150.00	Dealer Motor Vehicle Act	
\$38.00	Dealer Off Road Vehicle Act	\$38.00
\$150.00	Dealer Motor Vehicle Act and Off Road Vehicle Act	
\$76.00	Inspection Station	\$76.00
	Pay this amount	\$114.00

Cheques and money orders must be made payable to the “*Minister of Finance*”.

8. **Service Technicians** – All Inspection Stations must list Service Technicians with their names and their Service Technicians Certificate number.
9. **Must be signed by the applicant, witnessed and stamped by a Commissioner of Oaths.**

For general enquiries email: [Government.ServicesSupport@gnb.ca](mailto:Government.ServicesSupport@gnb.ca)