

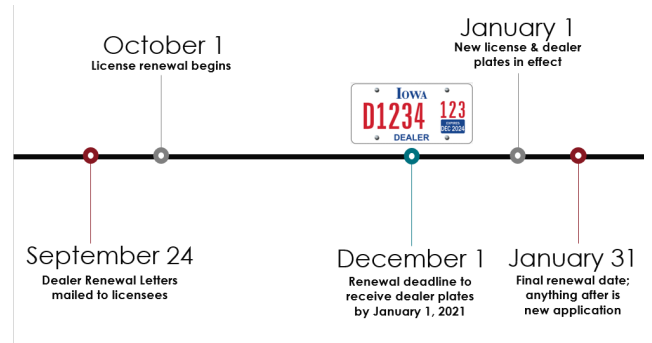
## License Renewal Season 2022

### License Renewal

Current licenses and plates expire on December 31, 2022. You have the option to conveniently renew your license(s) and any dealer license plates online, or by submitting the paper application. Renewal letters, with instructions for how to renew, will be mailed out at the end of September. We have upgraded the functionality for online license renewal. See how simple it is to renew and pay for your license online.

### Dealer License Plates

The new dealer license plates become effective on January 1, 2023. All previously issued plates will expire December 31, 2022 and should be destroyed immediately thereafter. The use of any previously issued plates after December 31, 2022, could result in citation by law enforcement.



### New Look for Dealer Plates

The diagram shows a rectangular license plate with four mounting holes. The text on the plate is as follows:

- IOWA**: Printed in blue at the top.
- D1234**: Printed in red on the left side.
- 123**: Printed in red on the right side.
- DEALER**: Printed in blue at the bottom.
- EXPIRES DEC 2024**: Printed in white on a blue rectangular background in the bottom right corner.

Callouts with arrows point to these elements:

- "Iowa" is printed in blue
- The sequence number is printed in red
- The license number is printed in red
- The word "dealer" is blue
- The expiration date is white print on a blue background



**Central Programs Bureau**  
PO Box 9278 | Des Moines, IA 50306-9278  
Phone: 515-237-3156 | Fax: 515-817-6532

## Vehicle Dealer Questions and Answers

1. Q) When do the current dealer licenses and plates expire?

A) December 31, 2022. Titles cannot be transferred after this date unless the license has been renewed. Any purchase of a vehicle without a license will be subject to title and registration fees. Any sale of a vehicle without a license may be subject to law enforcement action.

2. Q) If I have not received my new dealer plates by December 31, can my old dealer plates still be displayed?

A) No. You may be issued temporary, paper dealer plates for use until you receive dealer plates.

3. Q) How long will my dealer license be valid once I renew?

A) Two years; thru December 31, 2024.

4. Q) Can I pay with one check if there is more than one renewal?

A1) No, when submitting the online renewal format, you will pay separate transactions with a credit or debit card for each license renewal.

A2) Yes, when submitting the paper renewal format, as long as the check number is written in the space provided on each renewal.

5. Q) Who needs to complete the dealer continuing education?

A) All used motor vehicle dealers must have an owner, principal, corporate officer, director, or member or partner of a LLC or LLP complete a minimum of 5 hours of continuing education program courses over a two-year period to renew their dealer license. Those dealers who are seeking renewal of a used motor vehicle dealer license who have taken the 8-hour, pre-licensing education requirement within the preceding 24 months are exempt from the continuing education requirement for license renewal.

6. Q) Where are the 5-hour continuing education classes held?

A) Information relating to class schedules, locations and fees can be obtained via the web at Iowa Independent Automobile Dealers Association (IIADA) website: <https://www.iowaiada.com/dealer-education>

7. Q) Can I make any changes to my business model or dealer information on the online dealer license renewal?

A) Yes and no. You may make changes, such as dealer plates, select business and contact information, and a few others. You may not make changes to key aspects, such as business address, owners/officers, adding new motor vehicle makes and more. Some changes require additional documentation.

8. Q) I have both a towable RV and motor vehicle dealer license. Will I receive two renewals? Will my dealer plates display the same dealer number, such as the motor vehicle dealer number?

A) Yes, you will receive two renewal notices. Each renewal will need to be completed, signed, and returned, or completed online. Your dealer plates will display the dealer number of each license number. If you order dealer plates under your motor vehicle number, those plates will display the motor vehicle dealer number. If you order plates under your towable RV dealer number, those plates will display your towable RV dealer number. So you will have two sets of plates.

9. Q) How much will it cost me to renew my licenses?

A) Information about dealer fees can be found at:

<https://iowadot.seamlessdocs.com/f/FeesforDealerLicenseApplication>

10. Q) How do I renew my license online?

A) Go to <https://arts.iowadot.gov/dealerrenewallogin.aspx> See page 3 for details.

## Renewing Your License Online

Did you receive this message with your dealer or recycler license renewal application? If so, you may not need to fill out the paper application and send in a check. You're eligible



WE HAVE IMPROVED THE ONLINE LICENSE RENEWAL EXPERIENCE EVEN FURTHER! FOR YOUR CONVENIENCE, SEE HOW SIMPLE IT IS TO RENEW YOUR INFO, PAY YOUR FEES AND PRINT YOUR LICENSE CERTIFICATE ONLINE IN 5-10 MINUTES.

to renew your license immediately with the information on your renewal form and a credit card. New functionality this year allows you to make some changes, such as ordering more or fewer plates, removing extension lots, or updating your business hours.

Renewing your license online will have a familiar feel — it is based upon the paper application. There are four steps in separate tabs to click through.

To begin your online renewal, go to: <https://arts.iowadot.gov/dealerrenewallogin.aspx> and login using your license number and PIN.

### Step 1 - review current license information

Reviewing your license information to ensure it is correct.

### Step 2 - fees

Verifying the fees you are paying for your license renewal and dealer

### Step 3 - education

Providing dealer continuing education information. If you are not required to have continuing education, the tab will not be highlighted, as shown here.

### Step 4 - request certification

Finally, certifying you are authorized to renew the license and that all information is true, correct, and complete.

Clicking “Continue” will then take you to Iowa’s state government payment portal, where you can pay your fees with a credit card. Enter your payment information and email address. A receipt for the transaction will be



sent to you at the email address you provide. Once your payment is complete, click “Return to myMVD” and you will be taken back to the online licensing system.

At this point, your license has been renewed, updated within the Iowa DOT’s system, and your license plates have been ordered. All that remains is choosing how you wish to receive your license credential. As we move to

a more automated renewal environment, the department no longer requires your license to be printed on parchment paper as it has in the past. To finish the renewal process, you will be directed to your choice of having your license mailed to you or having it generated then in a PDF format for you to print from your own location.

