

Dealer's Permit Application Checklist

Before sending your Application for Dealer's Permit, please ensure that you have done the following:

- Fully complete your Application for Dealer's Permit.
- Include your original dealer surety bond signed in the applicant's name.

Bond obligee (payable to): Minister of Finance for the Province of Manitoba
- Include your original criminal record search and/or criminal record document (completed within the last 30 days) for all individuals listed on the dealer application.

If you have convictions, you must obtain and provide a criminal record transcript via your local police department or Commissionaires Manitoba.
- Include proof of compliance with local government requirements regarding your business location.

Documents must prove that the applicant can conduct vehicle sales at the chosen operating location. This may be via an Occupancy Permit or Verification of Use letter from the City of Winnipeg Planning, Property & Development department, or other written approval on applicable town, city, or municipality letterhead.
- Include documents from the Manitoba Companies Office proving registration of your business/trade name.
- If applying as a corporation, include a copy of the articles of incorporation.

Please ensure you already have a Manitoba Public Insurance customer number for the corporation. If you still need to do this, attend an MPI Service Centre with the articles of incorporation.
- Successfully complete the Dealer's Knowledge Test.

You can make an appointment to take the Dealer's Knowledge Test by visiting an MPI Service Centre or the J.W. Zacharias Physical Damage Research Centre (1981 Plessis Road, Winnipeg), or by calling 204-985-7000 (toll-free 1-800-665-2410).
- Include a \$600.00 payment payable to Manitoba Public Insurance.