

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

- ☐ Fully complete your [Application for Dealer's Permit](#).
- ☐ Include your \$25,000.00 dealer surety bond signed in the applicant's name.
 - Oblige (payable to): Minister of Finance for the Province of Manitoba
 - Principal: Full dealer legal operating name (for example, John Smith o/a John Smith Auto Sales)
 - Bond can be obtained from an insurance broker
 - Surety bonds are not insurance, they are guarantees of performance. A bond demonstrates to prospective clients that you are technically and financially capable of completing your contracts.
- ☐ Include an original criminal record search and/or criminal record document (completed within the last 90 days) for all individuals (directors) 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.
- ☐ To confirm operating location approval:
 - Include a **recent** (within three months) written operating location approval (Verification of Use letter) from your local government (for example, city, rural municipality, town, village, etc.).
Please note: The operating approval document must state that vehicle sales are permitted at the specific location being applied for.
- ☐ To confirm building ownership:
 - **If you own the building** – include proof of ownership (for example, recent property bill or hydro bill).
 - **If you lease the building** – include your lease agreement.

Please note: The lease agreement must state the use is for **vehicle sales**. If the agreement does not state vehicle sales, the landlord must write a letter stating you are able to conduct vehicle sales.

Vehicle Safety
1981 Plessis Road
Winnipeg, MB
204-985-0920 | 1-866-323-0542
vsi-dealerinfo@mpi.mb.ca

- ☐ Ensure that you have successfully registered your corporation and / or business operating name with the [Manitoba Companies Office](#), and ensure that all corporate and / or business name registrations are active and up to date.
 - All applicants will have their corporate and / or business name registration status verified with the Companies Office by Vehicle Safety.
- ☐ If applying as a corporation, ensure that you already have a Manitoba Public Insurance customer account set up for the corporation.
 - If you still need to do this, attend an [MPI Service Centre](#) or [broker](#) 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 walk-in at J.W. Zacharias Physical Damage Research Centre (1981 Plessis Road, Building A, Winnipeg; walk-in times are Monday to Friday from 8:30 a.m.-3:30 p.m.) or by calling 204-985-7000 (toll-free 1-800-665-2410).
- ☐ Include a \$600.00 (\$120.00 per year) fee payable to **Manitoba Public Insurance**.
 - Pay by cheque, cash, or credit/debit in person.

All required documents must be submitted together.

Submission options include:

- Email to vsi-dealerinfo@mpi.mb.ca.
Please **do not** provide any credit card information with your submission.
- In-person at the Vehicle Safety Office located at 1981 Plessis Road in Winnipeg
- In-person at any MPI Service Centre, please make an appointment through [Online Services](#).
- Mail to:
JW Zacharias Physical Damage Research Centre
Box 45064, Regent Outlet
Winnipeg, MB R2C 5C7