

## **Washington State Aircraft Dealer's License Instructions**

The Aircraft Dealer's License fee is \$75 plus \$10 for each additional plate. Please make checks payable to Washington State Department of Transportation (WSDOT) Aviation and send to:

WSDOT Aviation Division  
7702 Terminal Street SW  
Tumwater, WA 98501

**Step 1.** Aircraft Dealer's License Application

- a. Submit two original applications.
  - i. A separate application and license are required for each branch or sub-agency as though each constituted a separate dealer.
- b. The applications must be notarized.

**Step 2.** Aircraft Dealer's License Bond (1 original)

- a. This must be completed by the aircraft dealer and insurance company.
- b. A power of attorney from your insurance company is required.

**Step 3.** Aircraft Dealer's Inventory of Aircraft for Sale (1 original)

- a. Complete information, sign, and date.
- b. When your inventory changes, notify WSDOT Aviation with a new inventory list or a Report of Sale.

**Step 4.** Aircraft Dealer Report of Sale

- a. Submit this form within 30 days of sale.

Your new aircraft dealer's license is valid for the current calendar year. A renewal request needs to be received or postmarked by January 31 of the following year. (RCW 14.20).

If you have any questions or need assistance call Tracy Paul at 360-709-8015.



Fill out and sign this application in duplicate, they must be notarized. A separate application and license is required for each branch or sub-agency as though each constituted a separate dealer. Statistical data required by section 3 of Dealer's Law - Chapter 150 Session Laws 1955.

1. Name and address under which the Dealer's business is conducted

[Empty box for business name and address]

2. Name and residence address of each owner, director, or principal officer (a second page may be used if needed)

[Empty box for owner information]

3. If a foreign corporation, name the state of incorporation and names and addresses of its resident officers or managers

[Empty box for foreign corporation information]

4. Business Contact Phone Number

5. Business/Owner Email

6. Business Website

7. Washington State Business License Number

8. Tax Commission Registration Certificate or Tax ID Number

9. The make or makes of aircraft for which franchised

a. Will "used" aircraft be dealt in? Yes [ ] | No [ ]

[Form fields for phone, email, website, license number, tax ID, and aircraft make]

10. Has applicant ever been denied an Aircraft Dealer's License? Yes [ ] No [ ]

11. Has applicant ever had a certificate suspended or revoked? Yes [ ] No [ ]

**For applicant's signature and notary**

I, \_\_\_\_\_ being duly sworn on oath dispose and say that the information on this application is, to the best of my knowledge, the truth and that such place of business is open during regular business hours to inspection by the Aviation Division or its representative.

[Notary signature and information fields]

WSDOT Use Only Plate Assigned \_\_\_\_\_ Approved by \_\_\_\_\_



Washington State Bond # \_\_\_\_\_

KNOW BY ALL THESE PRESENTS, that of \_\_\_\_\_  
\_\_\_\_\_, Washington, (called Principal) and  
\_\_\_\_\_ (called Surety), a company authorized to transact surety business  
in the State of Washington, together are held and firmly bound unto the State of Washington in the sum  
of TWENTY FIVE THOUSAND DOLLARS (\$25,000), for the payment of which Principal and Surety bind  
ourselves, our legal representative, successors and assigns jointly and severally, firmly by these presents.

WHEREAS, the Principal has or is about to obtain a license to engage in or continue in the business of aircraft  
dealer, in accordance with the provisions of chapter 14.20 RCW, RCW 47.68.250 and RCW 82.48.100, and is  
required pursuant to the provision of said law to furnish this bond in the amount of TWENTY FIVE THOUSAND  
DOLLARS (\$25,000).

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that, Principal shall at all  
times faithfully perform as an aircraft dealer, all obligations required by chapter 14.20 RCW, RCW 47.68.250  
and RCW 82.48.100; otherwise, Principal shall indemnify and save harmless the State of Washington from  
all costs and damages by reason of Principal's default or failure to comply with such legal requirements. If  
Principal so performs, this obligation shall be null and void; otherwise it shall remain in full force and effect.

THIS OBLIGATION is applicable to the license period commencing \_\_\_\_\_  
and shall continue in full force and effect until terminated by thirty (30) days written notice of cancellation  
delivered to Aviation Division Director of the State of Washington in writing by the Surety.

Sign and sealed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Name of Aircraft Dealer \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Name of Insurance Co. \_\_\_\_\_

(Surety)

By \_\_\_\_\_

Attorney in Fact

APPROVED AS TO FORM

\_\_\_\_\_  
Assistant Attorney General

\_\_\_\_\_  
Date

Aircraft Dealer's License pertains to "Aircraft being held for sale, exchange, delivery, test, or demonstration purposes solely as stock in trade of an aircraft dealer." (RCW 14.20)

Aircraft used in the regular course of doing business or for personal use may not be included.

Please list all aircraft for sale by tail number.

1. _____	11. _____	21. _____	31. _____
2. _____	12. _____	22. _____	32. _____
3. _____	13. _____	23. _____	33. _____
4. _____	14. _____	24. _____	34. _____
5. _____	15. _____	25. _____	35. _____
6. _____	16. _____	26. _____	36. _____
7. _____	17. _____	27. _____	37. _____
8. _____	18. _____	28. _____	38. _____
9. _____	19. _____	29. _____	39. _____
10. _____	20. _____	30. _____	40. _____

Report sold aircraft by filling out the Aircraft Dealer's Report of Sale included in your packet or fill out the online exemption form at <https://wsdot.wa.gov/aviation/registration/exemption-form>.

I, \_\_\_\_\_ attest that the aircraft listed in the inventory, above is being held solely for sale, exchange, delivery, test or demonstration purposes and will not be used to conduct business or for personal use.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I hereby certify that this is a true and accurate statement.



**Please report all aircraft sales within 30 days.**

AIRCRAFT DEALER \_\_\_\_\_

ADDRESS

CITY/STATE/ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

FAA N # \_\_\_\_\_

MAKE \_\_\_\_\_

MODEL \_\_\_\_\_

SERIAL \_\_\_\_\_

**Below are criteria for applying for an aircraft exemption. Please check one:**

Sold to an Out-of-State Buyer

Sold Aircraft to In-State Buyer

New Owner's Name \_\_\_\_\_

New Owner's Address

Phone # \_\_\_\_\_

Washington State Sales Tax Collected

Yes

No

Signature \_\_\_\_\_

Date \_\_\_\_\_

I hereby certify that this is a true and accurate statement