

# Master Tags - How To Guide

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*Disclaimer: This process is for NEW DEALERS ONLY. This is not an official guide. Any questions on this process should be directed to DOR /Motor Vehicle Division, (855) 406-5221 or [business.registration@dor.ga.gov](mailto:business.registration@dor.ga.gov). Wayne Reaves is not responsible for any approval or denial pertaining to receiving your Master Tags.*

**New Dealers are now required to register online.** We recommend getting the below documents together and uploaded to your computer before you begin this process.

Items you'll need to upload to your computer for this process:

- Form MV-6 Dealer, Distributor, & Manufacturer Tag Application
- Form MV-6A Authorize/Add/Delete Agents Application
- Proof of publicly listed telephone number(s) in Georgia. Yelp Listing/ Phone Bill that **MUST** include the Business Name, Business Address, Business Phone Number. Cell phones are not accepted.
- Photocopy of Form ST2 Georgia Sales Tax Certificate
- Photocopy of each authorized agent/representative's Georgia Driver's License or ID card
- Motor Vehicle Affidavit for Citizenship Verification
- Photographs of signs, sales rooms or offices, and car lot. Pictures submitted for the Used Dealer License will work perfectly.
- Photocopy of Georgia Used Motor Vehicle Dealer's license

## Dealer Registration

For a step-by-step video guide visit:

<https://dor.georgia.gov/drives-e-services-new-dealer-registration-video>

1. Visit [https://eservices.drives.ga.gov/\\_/](https://eservices.drives.ga.gov/_/) Scroll until you see the **Business Registration** section and select [Apply for Dealer Registration](#)
2. Under Dealer Type, select [Independent Dealer](#) from the drop down and enter **2** in the box for Plate Count.  
Once you choose Independent Dealer the three boxes at the bottom will appear, select the following:  
[Is Used Vehicle Dealer? - Yes](#) | [Is Used Parts Dealer? - No](#) | [Is Directly Financed Dealer? - No](#)
3. Fill in ALL the required fields for Dealer Information.
4. Enter the Established Place of Business Address and select next.
5. Review the primary authorized agent information. Take note of the drivers license and ID terms and add any additional Agents if applicable, then select next.

6. Upload ALL required documents.
7. Review your Fee Details and select next
8. Review the Summary of the dealer information. If everything appears correct, select submit and print your confirmation information.
9. An email confirmation will be sent to you. You should receive a notice of approval or denial within 3-5 business days
10. If approved you'll receive an additional email with instructions for resetting your username and password. You will have 24hrs to complete this. If your application is denied you will receive a separate followup email explaining why you were denied. You will need to resubmit everything once corrected.

## Helpful Information

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### **DOR/Motor Vehicle Division**

Attn: Business Registration Unit  
4125 Welcome All Road  
Atlanta, Georgia 30349

#### **Hours of Operation:**

7:30 a.m. - 4:30 p.m.

(855) 406-5221

business.registration@dor.ga.gov

For a step-by-step video guide  
click [HERE](#)

### **Georgia Independent Automobile Dealers Association**

6903 Oak Ridge Commerce Way SW  
Austell, GA 30168

#### **Hours of Operation:**

Monday - Thursday 8:00am-5:00pm

Friday 8:00am-4:00pm

(Closed Each Day From 12:00pm-  
1:00pm)

770-745-9650

info@giada.org

Helpful Dealer links

[CLICK HERE](#)

### **Wayne Reaves Software**

*(SOFTWARE SUPPORT ONLY)*

#### **Hours of Operation:**

9:00 a.m. - 6 p.m.

(800) 701-8082

support@waynereaves.com

For helpful support videos  
[CLICK HERE](#)