



# New Hampshire Fish and Game Department

**HEADQUARTERS:** 11 Hazen Drive, Concord, NH 03301-6500  
(603) 271-3421  
FAX (603) 271-5829

**www.WildNH.com**  
e-mail: [info@wildlife.nh.gov](mailto:info@wildlife.nh.gov)  
TDD Access: Relay NH 1-800-735-2964

Dear OHRV/Snowmobile Dealer:

Pursuant to RSAs 215-A:26 and 215-C:45, any person who sells or demonstrates for consignment 5 or more off highway recreational vehicles or snowmobiles to the general public in a 12-month period is required to be licensed as a dealer with the New Hampshire Fish and Game Department. Dealer licenses are only issued to those physically operating in New Hampshire.

Dealers are required to have buyers sign a disclosure statement prior to each sale, informing them of laws and penalties relative to OHRV and snowmobile operation. One copy is given to the buyer, one copy is retained by the dealer for a period of 3 years, and one copy is to be remitted to the Fish and Game Department within 30 days. Pursuant to Fis 1504, failure to comply shall constitute grounds for termination of the dealer license.

The OHRV/Snowmobile season runs May 1<sup>st</sup> to April 30<sup>th</sup>. New season registrations are available in mid-April; renewal applications will be accepted and processed at that time.

Each OHRV/Snowmobile dealer is required to pay a \$12.00 application fee once per season. Dealers may apply for dealer plates; the fee is \$83.00 per plate registration, per season. Dealer plates are optional. The number of plates issued cannot exceed 4 plates per salesperson, 8 per location. Initial registration shipment for the season is sent at no charge. There is a \$15.00 shipping fee, per additional shipment during the season. Shipments are sent to the business physical address, unless otherwise noted (no PO Boxes). Please note if you would like to pick up your registrations instead.

Pursuant to Fis 1504, dealers are responsible for all plates issued to them. Any plates not renewed must be returned. Dealers terminating their business must return all dealer plates to the Department; dealer license and plates are not transferable between owners. The new business owner must apply as a new dealer.

The Dealer Application must be completed each year. **For dealer plate renewals, you must list your dealer plate number(s); any unused plates must be returned.** For new applicants, if you would like dealer plates, please indicate the quantity. New applications are processed upon approval. Allow 5 business days for processing renewal applications and at least 30 days for processing new applications. Incomplete applications will be returned.

Please make checks payable to NH Fish and Game Department and mail the completed application and payment to: NH Fish and Game, 11 Hazen Dr, Concord NH 03301

If you have any questions, please call the Fish and Game Department at (603) 271-4300.

*New Hampshire Fish and Game...connecting you to life outdoors.*

### **215-A:26 OHRV Dealers and Rental Agents.**

I. Any person who is in the business of selling OHRVs shall be required to be licensed as a dealer with the executive director. The executive director shall assign a distinguishing number to the dealer and issue appropriate plates. The dealer may use the plates for pleasure purposes, but shall not rent or otherwise permit these plates to be used except for demonstration purposes in connection with the dealer's business. License numbers or plates shall be carried while the OHRV is operated.

II. Any person shall make application to the executive director to accept money or other valuable consideration for the temporary use of OHRVs provided to members of the general public. The executive director shall assign a distinguishing number to the applicant and issue appropriate decals which shall not be transferable between OHRVs owned by the rental agent and those used for rental. When renting OHRVs, any person shall be required to use rental decals, if said machine is to be used off the rentor's land.

III. The executive director or duly authorized agent may revoke a dealer or rental agent license for cause.

IV. Each dealer or rental agent shall be licensed by the fish and game department under this section and shall pay \$10 for each license. All license fees collected shall be nonlapsing and continually appropriated to the fish and game department to offset the administrative costs of this section.

### **215-C:45 Snowmobile Dealers and Rental Agents.**

I. Any person who is in the business of selling snowmobiles shall be required to be licensed as a dealer with the executive director. The executive director shall assign a distinguishing number to the dealer and issue appropriate plates. The dealer may use the plates for pleasure purposes, but shall not rent or otherwise permit these plates to be used except for demonstration purposes in connection with the dealer's business. License numbers or plates shall be carried while the snowmobile is operated.

II. Any person shall make application to the executive director to accept money or other valuable consideration for the temporary use of snowmobiles provided to members of the general public. The executive director shall assign a distinguishing number to the applicant and issue appropriate decals which shall not be transferable between snowmobiles owned by the rental agent and those used for rental. When renting snowmobiles, any person shall be required to use rental decals, if said machine is to be used off the renter's land.

III. The executive director or duly authorized agent may revoke a dealer or rental agent license for cause.

IV. Each dealer or rental agent shall be licensed by the fish and game department under this section and shall pay \$10 for each license. All license fees collected shall be nonlapsing and continually appropriated to the fish and game department to offset the administrative costs of this section.

### **Fis 1504.02 Processing of Applications for Annual Dealer License.**

(a) Upon receipt of an application for an annual dealer license or dealer plate registration, the department shall examine and verify the information provided, and approve the application unless:

- (1) The individual owner or the business entity has been convicted of an OHRV or snowmobile violation for which any unpaid fine remains outstanding, or for which any period of suspension has not expired;
- (2) The individual owner or business entity has been found in any proceeding to have misused dealer plates, or is unable to account for the current location of any dealer plates previously issued in accordance with Fis 1504.01; or
- (3) The applicant does not operate a physical sales location within the state of New Hampshire.

(b) An annual dealer license shall be issued only to the person or business entity that makes application for the license.

(c) The decision of the executive director to either approve or deny the application for an annual dealer license or dealer plate registration shall be given to the applicant in accordance with RSA 541-A:29 by:

- (1) Issuing an annual dealer license certificate and dealer certificates of registration, together with the number of dealer plates requested, for a term to expire upon the subsequent April 30; or
- (2) A letter of denial, setting forth the reason under (a) above why the application for initial approval or renewal of an annual dealer license was not approved in whole or in part, and advising the applicant of their right to seek a hearing to contest the decision.

(d) Within 30 days of the issuance of a letter denying an application for initial or renewal of an annual dealer license or dealer plate registration, the applicant may request a hearing to contest the decision in accordance with the procedures set forth in Fis 200.

### **Fis 1504.03 Termination or Transfer of Ownership of Business.**

(a) The holder of an annual dealer license shall return all dealer plates to the department within 3 days of the occurrence of any of the following:

- (1) The dealer ceases to conduct business under the name shown on the license;
- (2) The dealer transfers ownership of his or her business to another person or entity; or
- (3) The dealer is convicted of an OHRV or snowmobile offense in a New Hampshire court which results in a suspension or revocation of an OHRV or snowmobile registration.

(b) All dealer registration plates issued to a dealer shall be returned to the department in the event the annual license expires, and the dealer does not have a renewal application pending before the department.

(c) In the event the dealer registration plates are not returned in a timely manner, the matter shall be referred to law enforcement for further action.

### **Fis 1504.04 Dealer Plates.**

(a) The number of dealer plates issued upon the approval of an annual dealer license application shall be:

- (1) Determined by the department during the processing of the application; and
- (2) Limited to 4 plates per full time person treated as an employee of the dealer's business, to a maximum of 8 plates per business location.

(b) A licensed dealer shall account for the physical whereabouts and use of all such dealer plates upon the request of a representative of the department or of a representative of a law enforcement agency authorized to enforce the provisions of RSA 215-A and 215-C.

### **Fis 1504.05 Required Disclosure Statement.**

(a) Pursuant to RSA 215-A: 26-a and RSA 215-C: 46, each licensed dealer shall, prior to delivery of a purchased snowmobile or OHRV, provide the purchaser with a department-supplied "OHRV/Snowmobile Rules Disclosure Statement" form, and:

- (1) The dealer shall insert the name of the licensed dealership, its business address, and the name of the purchaser; and
- (2) The purchaser shall legibly sign and date the document.

(b) One copy of the statement form shall be retained by the dealer for a period of 3 years, one copy shall be provided to the purchaser, and one copy shall be remitted to department headquarters at 11 Hazen Drive, Concord, NH 03301 within 30 days of the transaction.

### **Fis 1504.06 Revocation of Dealer License.**

(a) Any person may complain to the executive director of the department if that person has reason to believe that a licensed dealer has failed to comply with any provision of RSA 215-A, RSA 215-C, or these rules.

(b) Any action seeking the suspension or revocation of an annual dealer license shall be taken in accordance with RSA 541-A: 30 and Fis 200.



**N.H. FISH AND GAME DEPARTMENT**  
 11 Hazen Drive, Concord, NH 03301  
 (603) 271-3421 wildnh.com

For Office Use Only  
 Dealer ID # \_\_\_\_\_

## OHRV/SNOWMOBILE DEALER APPLICATION

Fis 1504

**\$12.00 Application Fee, per Business Location** (required once per season - expires April 30th)

**\$83.00 Registration Fee, per Plate** (optional - expires April 30th)

*Prices include a \$2 transaction fee*

**\$15.00 Shipping Fee, per additional registration shipment during the season; no charge for first shipment of the season.**

\*Shipments are sent to the Business Physical Address, unless otherwise noted (no PO Boxes). Please note if you choose to pickup your registrations instead.

***Please print or type and enclose payment with completed application. Incomplete applications will be returned.***

**New Dealer** - processed upon approval

*Allow at least 30 days for processing*

**Dealer Renewal**

*Allow 5 business days for processing*

Note: Dealer license is not transferable between owners. The new business owner must apply as a new dealer.

Business Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

*For the purpose of selling Off Highway Recreational Vehicles/Snowmobiles at the following location:*

Business Address (physical)\*: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

**Section must be completed for Initial Applicants and Renewals, if information has changed**

1. Have you (business owner or partner) ever been convicted of any OHRV or Fish and Game violation in the last 7 years?  Yes  No If yes, please explain and include name and DOB of person convicted:

\_\_\_\_\_

2. Does the location and operation of the business meet local zoning and other regulatory requirements?

Yes  No If no, please explain: \_\_\_\_\_

3. Is the applicant a  Corporation  Partnership  Other Entity? \_\_\_\_\_

4. Are you in the business of  Buying  Selling  Renting OHRVs/Snowmobiles? *Check all that apply.*

Number of salespeople on your staff: \_\_\_\_\_ *Not to exceed 4 plates per salesperson, 8 per location.*

Number of plates requested: \_\_\_\_\_

List plate numbers currently in your possession: \_\_\_\_\_

***Dealers are responsible for all plates issued to the Dealer. Any unused plates must be returned to the Fish and Game Department.***

*As a licensed Dealer with the New Hampshire Fish and Game Department, I hereby agree to: notify the Department prior to any change in my business name or address; use OHRV/Snowmobile Dealer Plates in accordance with RSA 215-A:26 and 215-C:45 and Fis 1504; process Disclosure Statements in accordance with RSA 215-A:26-a and 215-C:46 and Fis 1504. Failure to comply with these laws and rules, may result in suspension or revocation of the dealer's license.*

Contact's Name: \_\_\_\_\_  
Please Print

Contact's Original Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant subject to penalties for making unsworn false statement under RSA 641:3)