



OHIO BUREAU OF MOTOR VEHICLES

APPLICATION FOR OHIO SALESPERSON'S LICENSE

- ☐ FIRST WITH ELECTRONIC FINGERPRINTING* - FEE \$10.00
☐ TRANSFER AND/OR REINSTATEMENT - FEE \$ 4.00
☐ RENEWAL AND/OR TRANSFER RENEWAL - FEE \$10.00
☐ DUPLICATE - FEE \$ 2.00

****Out of State Applicants see fingerprint requirements and fees on the back.**

Full time or part time salespersons **must** apply for a salesperson's license immediately upon being hired by the motor vehicle dealer, and shall be **prohibited** from offering for sale, displaying for sale or selling motor vehicles until such employee is **licensed**.

PLEASE TYPE OR PRINT LEGIBLY-ALL BLANKS MUST BE COMPLETED

DATE		SOCIAL SECURITY NUMBER			
NAME LAST		FIRST		MI	
ADDRESS					
CITY		STATE	ZIP CODE	PHONE NUMBER	
HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR	AGE	DATE OF BIRTH

Are you presently an Ohio licensed salesperson? ☐ YES ☐ NO If yes, indicate: _____
SALESPERSON LICENSE NUMBER

DEALER COMPLETE ALL BLANKS

PERMIT NUMBER	TELEPHONE NUMBER	COUNTY
DEALERSHIP NAME		
ADDRESS		
CITY	STATE	ZIP CODE

IN THE AREA BELOW, TYPE OR PRINT LEGIBLY YOUR WORK EXPERIENCE BEGINNING WITH YOUR MOST RECENT EMPLOYER FOR THE PAST 2 YEARS.

EMPLOYER	ADDRESS	DATE HIRED	DATE TERMINATED	REASON FOR TERMINATION

1. Have you ever had an application for a salesperson's license refused or a salesperson's license revoked or suspended? If "YES" give details on a separate sheet and submit with the application. ☐ YES ☐ NO
2. Have you ever been employed by a dealer whose license to deal in motor vehicles was revoked or suspended? If "YES" give details on a separate sheet and submit with the application. ☐ YES ☐ NO
3. In connection with selling or otherwise dealing in motor vehicles, have you ever been convicted of or pleaded guilty or no contest to a felony or misdemeanor or had a judgment rendered against you in any civil or criminal action? If "YES" you must provide journal entries showing final disposition. Failure to do so will result in a delay in the processing of the application. ☐ YES ☐ NO
4. Have you, individually, or as owner, partner, officer or director of a business entity, ever been convicted of, pleaded guilty, or had a judgment rendered against you in a civil action for violation of Sections 4549.41 to 4549.46 of the Ohio Revised Code (The Odometer Rollback and Disclosure Act), or any substantively comparable provisions of the law of any other state, or of Subchapter IV of the "Motor Vehicle Information and Cost Savings Act" 86 Stat. 961 (1972), 15 U.S.C. 1981? If "YES" you must provide journal entries showing final disposition. Failure to do so will result in a delay in the processing of the application. ☐ YES ☐ NO

NOTE: Additional information may be required if any arrest shows up on the criminal background check that cannot clearly be identified as not related to dealing in motor vehicles. Journal entries showing final disposition will be required. Failure to submit this information will result in a delay in the processing of the application.

It is hereby certified that the applicant named on the reverse side will be employed as a salesperson by the undersigned upon receipt of his/her salesperson's license issued by the Ohio Bureau of Motor Vehicles.

X
SIGNATURE OF OWNER, PARTNER, OFFICER, MEMBER, OR TRUSTEE PRINT NAME OF SIGNER

I affirm that I shall engage in the business of selling motor vehicles for the above designated employer only, during the tenure of the license for which this application is made and that the information contained in this application and any attached sheets are true and correct.

X
SIGNATURE OF APPLICANT PRINT NAME OF SIGNER

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ Day _____

SEAL

MY COMMISSION EXPIRES _____ X
NOTARY PUBLIC

* All Ohio residents applying for a new salespersons license must be electronically fingerprinted and have the results forwarded to the Dealer Licensing Section, P.O. Box 16521, Columbus, Ohio 43216-6521. Fingerprint Cards are no longer accepted.

For a complete list of electronic fingerprinting locations in Ohio visit www.webcheck.ag.state.oh.us and click on WebCheck Community for a complete listing of electronic fingerprint locations in Ohio.

**Out-of-State applicants may submit a fingerprint card, exemption form, \$10.00 licensing fee and \$15.00 fingerprint card processing fee with the application for license. Call the Dealer Licensing Section 614-752-7636 to obtain a fingerprint card and exemption form.

FEES ARE NON-REFUNDABLE

Make check payable to: "Treasurer, State of Ohio."

RETURN TO: Ohio Bureau of Motor Vehicles, Attn: Dealer Licensing Section, P.O. Box 16521, Columbus, Ohio 43216-6521
www.OhioAutoDealers.com