



LOUISIANA USED MOTOR VEHICLE COMMISSION
3132 Valley Creek Drive
Baton Rouge, Louisiana 70808
MAIN# (225) 925-3870 FAX # (225) 925-3869
www.lumvc.louisiana.gov

SALESPERSON LICENSE REQUIREMENTS

PLEASE READ ALL OF THIS INFORMATION CAREFULLY BEFORE COMPLETING AND SUBMITTING YOUR APPLICATION. INCOMPLETE OR INACCURATE INFORMATION WILL DELAY YOUR LICENSE. APPLICATIONS MAY BE HAND DELIVERED, BUT THAT WILL NOT SPEED UP THE PROCESS. APPLICATIONS ARE PROCESSED IN DATE ORDER IN WHICH THEY ARE RECEIVED.

All salesperson licenses expire December 31st of each year. Each salesperson shall be licensed for only one dealership at one time. Upon receipt of your completed application and all required documents, your application will be process within 14 business days.

If you are the owner of your dealership, you are required to hold a salesperson license in order to engage in vehicle sales.

INSTRUCTIONS

- All applications must be typed or printed neatly in black or blue ink.
- All questions in all sections **MUST** be answered **completely** and **truthfully**. Falsification of answers or failure to answer any questions may constitute grounds for denying or taking disciplinary actions against a license.
- Attach the following documents to this application.
 1. Cash, check, or money order for the full amount made payable to **La Used Motor Vehicle Commission**.
 - \$25.00 for Initial Salesperson Application
 - \$25.00 for Renewal Salesperson Application
 - \$35.00 for Criminal Background Check (If you have been convicted of a felony or misdemeanor offense within the last 10 years.)
 2. Certificate of Insurance listing your name as a listed driver if you will drive the vehicles on/off the lot.
- To check the status of your application, visit www.lumvc.louisiana.gov. (*NOTE: Applications process is 14 business days*)
- If the pending application is older than one year from the date submitted and the applicant wishes to continue the application process, this Commission shall require the applicant to submit a new application including the required fee.

YOU MAY NOT ACT AS A SALESPERSON UNTIL YOU ARE LICENSED BY THE COMMISSION

BE ADVISED THAT A SALESPERSON APPLICATION PACKET IS NOT COMPLETE UNLESS ALL REQUIRED DOCUMENTS ARE COMPLETED, SUBMITTED, AND ALL FEES ARE PAID IN FULL.

Please email any questions you may have to info@lumvc.louisiana.gov or your Administrative Coordinator. You may also visit our website at www.lumvc.louisiana.gov for additional information or forms.



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FOR OFFICE USE ONLY

Current License #
SM.

Form with fields: R#, Dealer #, SM #, Date Issued

APPLICATION FOR SALESPERSON'S LICENSE FOR YEAR 20__

INITIAL RENEWAL

PLEASE PRINT OR TYPE. Complete entire application and attach such documents as required. Any misrepresentation or omission of information shall be grounds for refusal to issue or revocation of a Salesman License. SALESPERSON LICENSE FEE IS \$25.00.

SECTION ONE: INDIVIDUAL INFORMATION

Form with fields: LAST NAME, FIRST NAME, MI, SOCIAL SECURITY #, RESIDENCE ADDRESS, CITY, STATE, ZIPCODE, DATE OF BIRTH, HOME TELEPHONE, CELLULAR PHONE, EMPLOYMENT DATE, DRIVER'S LICENSE #, RACE, GENDER, U.S. CITIZEN?, EMAIL ADDRESS

SECTION TWO: DEALERSHIP INFORMATION

Form with fields: DEALERSHIP NAME, DEALERSHIP ADDRESS, CITY, ZIPCODE, DEALER LICENSE #, TELEPHONE, PARISH

SECTION THREE: GENERAL INFORMATION

- 1. HAVE YOU EVER APPLIED FOR A SALESMAN LICENSE THAT WAS DENIED?
2. HAVE YOU EVER HELD A DEALER OR SALESMAN LICENSE THAT WAS DENIED, SUSPENDED, OR REVOKED?
3. ARE YOU RELATED TO ANYONE FROM THE USED CAR INDUSTRY WHOSE LICENSE HAS BEEN DENIED, SUSPENDED, OR REVOKED?
4. HAVE YOU EVER ATTENDED THE 4 HOUR EDUCATIONAL SEMINAR?
5. ARE YOU GOING TO DRIVE ANY OF THE VEHICLES ON OR OFF THE LOT?

SECTION FOUR: EMPLOYMENT HISTORY

HAVE YOU EVER HAD A PREVIOUS DEALER OR SALESMAN LICENSE?
YES; IF YES, COMPLETE THE FOLLOWING:
NO

Table with 3 columns: NAME OF DEALERSHIP, DEALERSHIP ADDRESS, DATES OF LICENSE

SECTION FIVE: BACKGROUND HISTORY

HAVE YOU EVER BEEN CONVICTED OR PLED GUILTY OF A FELONY OTHER THAN A TRAFFIC VIOLATION WITHIN THE PAST TEN (10) YEARS?

- YES; IF YES, DATE OF CONVICTION _____ OFFENSE _____
- NO

NOTE: IF YES, YOU MUST SUBMIT AN ADDITIONAL FEE OF \$35.00 FOR A CRIMINAL BACKGROUND CHECK.

ATTESTATION

I HEREBY CERTIFY THAT THE STATEMENTS MADE HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT I AM FAMILIAR AND WILL ABIDE WITH THE PROVISIONS OF ALL THE LAWS, RULES AND REGULATIONS UNDER WHICH THIS APPLICATION IS MADE.

ANY FALSE ANSWER IS A CRIMINAL OFFENSE SUBJECT TO A FINE NOT TO EXCEED \$5,000.00 OR IMPRISONMENT NOT TO EXCEED 4 YEARS OR BOTH.

SIGNATURE OF APPLICANT

DATE mm/dd/yyyy

SIGNATURE OF OWNER

DATE mm/dd/yyyy

PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, ASSISTANCE WILL BE PROVIDED IN COMPLETING ANY FORMS REQUIRED BY THE LOUISIANA USED MOTOR VEHICLE COMMISSION.