



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**MOTOR VEHICLE DEALER SALESPERSON  
LICENSE APPLICATION**

**Failure To Complete Any Portion Will Delay  
Processing Of This Application**

- First Time Application With Electronic Background Check \$10.00 \*
- First Time Application With Finger Print Background Check \$10.00 \*\*
- Renewal / Transfer \$10.00
- Transfer / Reinstatement \$ 2.00
- Duplicate \$ 1.00

- Any salesperson must apply for a salesperson's license immediately upon being hired by a motor vehicle dealer, and shall be prohibited from offering for sale, displaying for sale, or selling motor vehicles until such employee is licensed.
- All salesperson licenses expire biennially on June 30th. Any salesperson's license expired or canceled for more than one (1) year must apply for a new first time license.
- Applications for salesperson's license shall be denied for reasons listed in the Ohio Revised Code (R.C.) 4517.14 including but not limited to: convicted of a fraudulent act in connection with selling or otherwise dealing in motor vehicles, has not complied with R.C. sections 4517.01 to 4517.45, or any statement of falsification of a material fact on this application. Denials may be appealed to the Motor Vehicle Dealer Licensing Board.

\*Ohio residents applying for a new salesperson's license **MUST** be electronically fingerprinted and applicants must request the results be sent electronically to **direct copy "BMV Dealer Licensing"** at the web check locations in order for them to be forwarded to the BMV dealer licensing section.

(For a complete list of electronic fingerprinting locations in Ohio, visit [www.OhioAttorneyGeneral.gov](http://www.OhioAttorneyGeneral.gov).)

**\*\*Out-of state applicants or those who qualify for exemption must submit a fingerprint card, exemption form, and fingerprint card processing fee with the application for license. Call the Dealer Licensing section at (614) 752-7636 to obtain a fingerprint card and exemption form.**

Has the required person(s) had the Bureau of Criminal Identification and Investigations (BCI&I) electronic web check completed?

Yes  No If yes, date completed \_\_\_\_\_

**SALESPERSON'S INFORMATION**

Are you presently an Ohio Motor Vehicle Dealer Salesperson?

Yes  No If yes, indicate Sales License (SL) # \_\_\_\_\_

**ALL FIELDS MUST BE COMPLETED**

DATE		SOCIAL SECURITY #	
NAME LAST		FIRST	MI
ADDRESS		P.O. BOX	
CITY	STATE	ZIP CODE	PHONE #

**WORK EXPERIENCE PAST 2 YEARS / MOST RECENT FIRST**

Please check box if no previous work experience in the past two years

EMPLOYER	ADDRESS	DATE HIRED	DATE TERMINATED	REASON FOR TERMINATION

Yes  No Do you have any felony or misdemeanor convictions related to selling or dealing in motor vehicles in any state?

- If yes, court journal entries **MUST** be submitted showing final dispositions
- If **no**, please initial statement below:  
 "I have never been convicted of any offense related to the selling or dealing in motor vehicles in Ohio or any other state." INITIAL \_\_\_\_\_

Yes  No Have you ever had an application for a salesperson's license refused, revoked or suspended?

Yes  No Have you ever been an employee of, or a salesperson for a motor vehicle dealership whose license was revoked or suspended?

Yes  No Have you ever been convicted of, pleaded guilty to, or had a judgment rendered against you in a civil action case, or 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 to 1991?

- If **yes**, court journal entries **MUST** be submitted showing final dispositions

**DEALERSHIP'S INFORMATION**

**ALL FIELDS MUST BE COMPLETED**

PERMIT NUMBER	BUSINESS TELEPHONE #	COUNTY
DEALERSHIP NAME		
ADDRESS		
CITY	STATE	ZIP CODE
CONTACT PERSON	EMAIL ADDRESS (OPTIONAL)	

Yes  No Has the above applicant completed the I-9, Employment Eligibility Verification form that is required to be on file with the employer under the Immigration Reform and Control Act of 1986, 8 USC 1324a?

I hereby certify that the named applicant on this application 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 and shall immediately notify the BMV of cancellation in writing or through the dealer licensing Web site, www.OhioAutoDealers.com.

AUTHORIZED SIGNATURE FOR DEALERSHIP <b>X</b>	DATE
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I understand that I may only sell or deal in motor vehicles for the above listed dealership and prohibited from selling for another dealership unless: 1) the other dealership is owned or operated by the same company that owns the above listed dealership as provided in R.C. 4517.14 (E); or 2) my salesperson's license is transferred to another dealership.

I affirm that the information contained in this application and any attached documents are true and accurate.

APPLICANT SIGNATURE <b>X</b>	DATE
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Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20, \_\_\_\_\_

My commission expires \_\_\_\_\_, \_\_\_\_\_ (year).

(SEAL)

**X** \_\_\_\_\_  
SIGNATURE OF NOTARY

**RETURN THE COMPLETED APPLICATION, OTHER SUPPORTING DOCUMENTS, AND FEES TO:**

Ohio Bureau of Motor Vehicles  
Attention: Dealer Licensing Section  
P.O. Box 16521  
Columbus, Ohio 43216-6521

FEES ARE NON-REFUNDABLE  
**Make checks payable to: "Ohio Treasurer of State"**  
www.OhioAutoDealers.com