

OKLAHOMA MOTOR VEHICLE COMMISSION
APPLICATION PACKET FOR INITIAL DEALER FRANCHISE LICENSE(S)

This form only applies to NEW Street Legal Motorized Dealers -- not Used, Recreational, Towable or Off-Road Dealers

THIS PACKET IS FOR: Establishment of a brand new dealership **OR** Purchase of an existing dealership by individuals(s) with no previous financial ownership in that dealership.

Dealers must become licensed before they can legally sell or advertise new vehicles. Sanctions such as fines or denial of license may be imposed for non-compliance.

VERY IMPORTANT! The Manufacturer/Distributor of the vehicles which you plan to sell, must also be licensed by this Commission, otherwise, your Dealer Application will not be considered. Have you checked to see if they are licensed?

***** CAREFULLY FOLLOW THE CHECKLIST BELOW TO MAKE COMPLETE APPLICATION *****

- ___ 1. **DEALER APPLICATION FORM:** Form must be complete, signed and notarized. IF WE CAN'T READ IT, WE WILL RETURN IT. TYPE OR PRINT LEGIBLY. Answer all questions.
- ___ 2. **FINANCIAL INFORMATION:** Submit a **Company Balance Sheet or Pro Forma**. The Balance Sheet must be certified by an officer of the company, and current within the last 60 days. A blank Balance Sheet form is included in this packet for your convenience or you may submit your own, but make sure it is signed and certified that it is accurate.
- ___ 3. **BUSINESS HISTORY:** Provide a brief history of the business and of each Owner or Executive Manager who will be active in the daily operations. Include previous dealership ownership and/or employment.
- ___ 4. **AFFIDAVIT OF EXTENDED SERVICE CONTRACTS:** If this transaction is a purchase of an existing automobile dealership or franchise, the enclosed Affidavit must be completed. Otherwise disregard.
- ___ 5. **MANUFACTURER/DISTRIBUTOR(S):** Provide list of names, addresses, phone numbers and contact persons for the manufacturers and/or distributors for whose products you seek to be licensed to sell.
- ___ 6. **PHOTOS:** Six photos are required: 1) Showroom; 2) Front of the building; 3) Outdoor sign identifying the motor vehicle dealership; 4) Parts area; 5) Service area; and 6) Exhaust System in Service area. NOTE: If your dealership will be selling electric vehicles only, photo #6 is not required.
- ___ 7. **DEALER AGREEMENT(S):** *Application may be submitted and considered by the Board without these document(s).* The Board can choose to approve the application "contingent upon" receipt of the Dealer Agreement(s). Keep in mind the actual franchise license(s) will not be issued until the Dealer Agreement(s) are received.
- ___ 8. **MANAGEMENT AGREEMENT:** If the buyer is taking over management of a dealership prior to licensing and factory approval, a copy of the Management Agreement must be filed in this office prior to the management change.
- ___ 9. **FEE: \$300.00 PER FRANCHISE.** The Commission issues a separate license for each franchise sold. Checks or Money Orders only, no cash or credit cards. Fees are non-refundable unless application is denied.
- ___ 10. **FACILITY INSPECTION:** An inspection of the property may be performed at the discretion of the OMVC. Enclosed is a guideline of the building requirements.
- ___ 11. **GRATIS LICENSE:** One free Salesperson License is issued to the Owner of the dealership or the General Manager. Complete and submit the Gratis application with Affidavit of Citizenship.
- ___ 12. **SALESPERSONS:** *After your franchise licenses have been issued,* you must immediately license all other salespeople. Attached is information pertaining to salesperson license applications, transfer forms, terminations, and fees.
- ___ 13. **DEADLINE:** Applications are considered by the Board on the second Tuesday of each month ONLY. The **deadline** to submit an application packet is the Monday eight days prior to the meeting. NO EXCEPTIONS!

Contact Marilyn Maxwell at (405) 607-8227, ext 101, for assistance.

OKLAHOMA MOTOR VEHICLE COMMISSION

**NEW MOTOR VEHICLE DEALER
INITIAL APPLICATION FOR FRANCHISE LICENSE(S)**

PLEASE TYPE.

1. DBA Name _____ 2. Legal Name _____
(if different)

3. Physical Address _____
Street Address City State Zip County

4. Mailing Address _____
(if different) P.O. Box City State Zip

5. Main Phone # (_____) _____ Dealership Fax (_____) _____

Name Direct Phone # E-Mail
6. Dealer Principal _____

Exec Manager _____
(if different)

Contact Person _____
(filling out this form)

7. Dealership Website Address: _____

8. Will this be the Dealer's primary occupation? ____ Yes ____ No If No, explain:

9. Type of Ownership: ____ Individual ____ Partnership ____ Corporation ____ LLC ____ LP

10. Complete for each Owner, Officer and Executive Manager (including date of birth and percent of ownership):

NAME	COMPLETE HOME ADDRESS	TITLE	D.O.B.	%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%

11. Have you or any of the principals ever had a Motor Vehicle Dealer or Salesperson License **suspended, denied, or revoked** in this **or** any other state? ____ Yes ____ No If Yes, explain:

12. Have you or any of the principals ever been convicted of a felony? ____ Yes ____ No **If Yes, complete below:**
Who? _____ **Where?** _____ **When?** _____
(circle one) **Federal** or **State Charge** **Convicted of:** _____

****If yes, attach** copy of a Criminal History Background Report relating to the felony charge(s). The Application will not be processed without this documentation. This Commission has the authority to verify, independently, the accuracy of your response.

13. **NOTE:** The mailing address will be used for all official correspondence from the OMVC to the applicant/licensee.
Should you desire a copy sent to an additional person or to a different address, please provide information below:

Name: _____ Address: _____

14. Identify **ALL** franchise makes to be offered for sale by listing the Franchise Make, Type Code, and the corresponding Manufacturer/Distributor. (Attach additional sheets if necessary):

Type Codes: AB – Automobiles MC – Motorcycle SC – Scooter HT – Heavy Truck (Semi)
SV – Specialty Vehicle LS – Low Speed BS – Bus MT - Mini Truck

Franchise Make	Type Code	Manufacturer/Distributor

15. This application is for: (check one)

- Establishing a new dealership where none currently exists
If so, name any dealers selling same vehicles within a 15 mile radius of this location _____
- Purchasing an existing dealership
If so, who is the selling dealer? _____
- Relocating franchise(s) obtained from an existing dealership
If so, who is the selling dealer? _____

16. Describe the extent of your trade area assigned by the Manufacturer or Distributor:

17. Does your facility meet the building requirements as outlined in the attached list? ____ Yes ____ No
If not, explain why: _____

Facilities are owned ____ or leased ____ . If leased, give term: _____ years
Has the facility been a motor vehicle dealership in the past? ____ Yes ____ No
Floor space devoted to: Showroom _____ sq. ft. Service _____ sq. ft. Parts _____ sq. ft.
Office _____ sq. ft. Total Square Footage _____

18. What is your initial investment in parts? _____ 19. Number of mechanical technicians: _____

20. I acknowledge, by my initials herein, that it is our responsibility to provide service and parts for the new vehicles which we sell, and we shall do so, in accordance with Oklahoma Law and the manufacturer's warranty.

OWNER or EXECUTIVE MANAGER INITIALS REQUIRED HERE: _____

ASSETS:

Current Assets:

Cash on Hand and in Bank _____
 Accounts Receivable _____
 Factory Receivables _____
 Notes Receivable _____

Total Cash and Receivables _____

Inventories:

New Motor Vehicles _____
 Used Motor Vehicles _____
 Parts and Accessories _____
 Other Inventories _____

Total Inventories _____

Other Current Assets:

Total Current Assets: _____

Property, Plant, and Equipment:

Land and Buildings _____
 Furniture, Fixtures, Equipment _____
 Company Vehicles _____
 Leasehold Improvements _____
 Other _____

Total Property, Plant, & Equip: _____

Other Dealership Assets:

Total Non-Current Assets: _____

TOTAL ASSETS: _____

LIABILITES

Current Liabilities:

Accounts Payable _____
 Notes Payable - Floor Plan _____
 Other Short-Term Notes _____
 Other Current Liabilities _____

Total Current Liabilities: _____

Long-Term Liabilities:

Mortgages Payable _____
 Other Long-Term Notes _____

Total Long-Term Liabilities: _____

TOTAL LIABILITES: _____

NET WORTH / OWNERS EQUITY:

Capital Stock _____
 Additional Paid in Capital _____
 Retained Earnings _____
 Other (Explain) _____

TOTAL NET WORTH / OWNERS EQUITY: _____

TOTAL LIABILITES PLUS NET WORTH: _____

I CERTIFY THAT THIS FINANCIAL INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature _____ Printed Name _____ Title _____
 Corporate Officer

BUILDING REQUIREMENTS CHECKLIST

The following is a list of the building requirements for a New Motor Vehicle Dealership in the State of Oklahoma:

1. **Building** Established place of business must be a permanently enclosed building or structure, not a residence or temporary structure. The place of business must be easily accessible to the public.
2. **Sign** The business must have a sign visible from the outside which identifies the motor vehicle dealership.
3. **Indoor Show Room** Able to display at least one motor vehicle with entrance/exit doors large enough for the vehicle to pass through. (This requirement is waived for medium/heavy duty trucks and motor home dealers).
4. **Offices & Public Areas** Adequate office and public areas to conduct sales transactions and bookkeeping functions. There must also be restroom facilities available for the public.
5. **Service & Parts** This area must be separated from the public areas, equipped with tools, equipment, and replacement parts necessary for reasonably expected warranty and service needs, and equipped with the means to vent exhaust directly from vehicles being repaired to the outside. (Exhaust system requirement is waived for electric vehicles).
6. **Parking** Must have paved or gravel area for customers.

PLEASE NOTE: These requirements are only those of the Oklahoma Motor Vehicle Commission for a new dealer licensee, and in no way is an approval for any of the City, County, State or Federal requirements.

If you have any questions or need clarification, please contact Roy Dockum, ext 102 or Marilyn Maxwell, ext 101.

OKLAHOMA MOTOR VEHICLE COMMISSION
4334 N.W. Expressway, Suite 183
Oklahoma City, OK 73116
(405) 607-8227

AFFIDAVIT OF EXTENDED SERVICE CONTRACTS

*** (Only use this form if you are acquiring the franchises from another dealer) ***

Name of Selling Dealership: _____

Name of Incoming Dealership: _____

SECTION I. (Selling Dealer)

Are there any third party Extended Service Contracts (non-manufacturer) sold to customers that are still in effect?

Yes ___ No ___

If Yes, complete Sections II and III and Incoming Dealer must complete Section IV.

If No, go to Section III and No action required by Incoming Dealer.

SECTION II.

The following are the third party Extended Service Contracts that will remain in effect at the time of dealership sale. Total

Number of Contracts: New _____ Used _____

Service Contract Companies: #1 _____ #2 _____

Name: _____

Address: _____

Tel #: _____

(If more than two companies please attach list.)

Will all contracts be honored by the Extended Service Contract Companies after the dealership is sold? Yes ___ No ___

SECTION III.

I certify that the above is a correct representation of third party Extended Service Contract activities of my dealership.

(Signature of Selling Dealer)

SECTION IV. (Incoming Dealer)

Will all third party Extended Service Contracts be honored upon acquisition of the dealership? Yes ___ No ___

(Signature of Incoming Dealer)

**OKLAHOMA MOTOR VEHICLE COMMISSION
4334 N.W. Expressway, Suite 183
Oklahoma City, OK 73116
(405) 607-8227**

SALESPERSON LICENSING INFORMATION

THE GRATIS LICENSE:

OMVC Law allows for one free Salesperson License (Gratis License) to be issued to the Owner or Executive Manager. Complete the attached Gratis License Application with Affidavit of Citizenship and submit with Dealer Application.

SALESPERSON LICENSES:

OMVC Statute Title 47, Section 564 states that: "It shall be unlawful for any person to serve in the capacity of a motor vehicle salesperson without first obtaining a license". STEPS TO FOLLOW:

1. **Wait until the Dealer Licenses are issued before proceeding with licensing Salespersons.**
2. Complete the attached Salesperson Roster Sheet to identify individuals required to be licensed as Salespersons.
3. Complete a Salesperson License Application for each individual who is not currently licensed by this Commission. Fee is \$25.00 per license. Please submit one check.
4. Complete a Salesperson Transfer Form for any individual, currently licensed with another dealership, who is now in your employ. Make sure the license is not expired and attach the card to the Transfer Form. The fee is \$10.00 to transfer a current license. **IF YOU DON'T HAVE THE CARD, YOU CANNOT TRANSFER IT.**
5. Make sure all applications and roster sheet are typed or printed legibly.

Familiarize yourself with the following Rules & Regulations concerning Salesperson Licenses in order to stay compliant and avoid the issuance of fines.

- (a) **License.** At the same time and contemporaneous with a new Salesperson being employed, an application for Salesperson License shall be submitted to the Commission on forms prescribed by the Commission along with the appropriate fee. A license for a Motor Vehicle Salesperson will not be issued, renewed or endorsed until the employing Dealer is licensed and has certified that the applicant for said license is in his or her employ. All Salesperson licenses will be sent to the Dealer for distribution to his or her respective applicants, and the Dealer will determine that all its personnel required to obtain license have done so.
- (b) **Identification card** - A Salesperson's license shall consist of an identification card. The card shall be carried upon his or her person when acting as a Salesperson."
- (c) **Termination of employment** - Upon termination of employment, a termination notice will be returned by the dealer to the office of the Oklahoma Motor Vehicle Commission within ten days.
- (d) **One license and employer at a time.** No Salesperson may hold more than one license at any one time or be employed by, or sell for, any Dealer other than the Dealer designated on the Salesperson's license, except as follows:
 - (1) A Salesperson may hold more than one license only in instances where the salesperson is employed by multiple dealerships which have the same majority ownership;
 - (2) The Salespersons' new or renewal license application shall reflect all dealerships which have the same majority ownership for which the Salesperson seeks a Salespersons' license;
 - (3) The identification card or cards which are issued in accordance with OAC Title 465:10-3-3(b), shall contain the names of all commonly owned dealerships for which the Salesperson is licensed; and,
 - (4) The Salesperson shall only sell for the dealerships designated on the Salespersons' identification card.
- (e) **Change of employment.** A licensed Salesperson shall, on change of employment, surrender the Salesperson's License Certificate to the new employer, who shall submit the License along with the appropriate Transfer form to the Commission, for endorsement reflecting the change of employers.

OKLAHOMA MOTOR VEHICLE COMMISSION

APPLICATION FOR NEW MOTOR VEHICLE GRATIS LICENSE

(Not a regular Salesperson License Application)

TYPE OR PRINT LEGIBLY.

1. Name _____ SS# _____

2. Date of Birth _____ Home Phone # _____ Job Title _____

3. Home Address _____
Address City State Zip

4. Date Hired _____ Email Address _____

5. Dealership _____
Name Address City State Zip

6. Is this your principal occupation? ___ Yes ___ No If No, explain: _____

7. Have you ever been licensed by this Commission? ___ Yes ___ No If Yes, specify most recent dealership:

8. Have you ever had a Motor Vehicle Dealer or Salesperson License **denied, revoked** or **suspended** in this **or** any other state? ___ Yes ___ No If Yes, explain: _____

9. Have you ever been convicted of a felony? ___ Yes ___ No **If Yes, complete below: Where? _____**
When? _____ (circle one) Federal or State Charge Convicted of: _____

If Yes: Attach copy of the OSBI Report for state charges in Oklahoma or a Criminal History Background Report
The Commission has the authority to verify, independently, the accuracy of your response.
(DO NOT SUBMIT APPLICATION WITHOUT THIS DOCUMENTATION—IT WILL NOT BE PROCESSED!)

I agree to abide by the Laws and Rules of the State of Oklahoma, Motor Vehicle Commission. I certify under penalty of perjury that the answers and information contained herein are true and correct. I understand that my License may be denied, revoked or suspended for any material misstatement of fact.

Signature _____ Date _____
Applicant

Oklahoma Motor Vehicle Commission
4334 N.W. Expressway, Suite 183, Oklahoma City, OK 73116
(405) 607-8227

Note: The Affidavit Verifying Lawful Presence must accompany this form in order to be processed.

GRATIS LICENSE (no fee required)

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Required Affidavit for all Salespersons Applications: Must verify and fill out either Option 1 OR Option 2
*****DO NOT COMPLETE BOTH*****

Instructions:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Motor Vehicle Commission are required, by the provisions of 56 O.S. Supp. 2007 § 71, to provide the Commission with verification of lawful presence in the United States by executing one of the Affidavits below before a notary public or other officer authorized to notarize affidavits under State law. The Commission's office provides notary service free of charge to applicants.

OPTION 1: Verification of US Citizenship

Affidavit of _____ being of lawful age, being first duly sworn, upon oath, under
(Print Applicant's Name)

penalty of perjury, declares as follows: **I am a United States Citizen.**

(Signature of Applicant)

NOTARY: Subscribed and sworn to or affirmed before me this _____ day of _____, 20_____.

My Commission Expires: _____
Notary

My Commission #: _____ (Seal)

(NO DOCUMENTATION REQUIRED FOR OPTION #1)

OPTION 2: Affidavit Verifying Qualified Alien Status

Affidavit of _____ being of lawful age, being first duly sworn, upon oath, under
(Print Applicant's Name)

penalty of perjury, declares as follows: **I am a qualified alien under the federal Immigration and Naturalization Act, and am lawfully present in the United States.**

(Signature of Applicant)

NOTARY: Subscribed and sworn to or affirmed before me this _____ day of _____, 20_____.

My Commission Expires: _____
Notary

My Commission #: _____ (Seal)

If Option #2 is completed, the applicant must attach a copy (front and back) of one of the following USCIS Immigration Documents verifying the qualified alien status:

Check one:

- Form I-551 (Permanent Resident Card)**
- Form I-94 (Arrival-Departure Record)**
- Form I-327 (Reentry Permit)**
- Form I-766 (Employment Authorization Card)**
- Form I-571 (Refugee Travel Document)**
- Naturalization Certificate**
- Other Document**

SALESPERSON ROSTER SHEET

Name of Dealership _____ **City** _____

Licensing Contact Person _____ **Phone #** _____

- List below every Salesperson, Sales Manager, and F&I Personnel who are involved in selling new or used motor vehicles for your dealership. Also include any Dealer Key Personnel legally driving a new motor vehicle with a demonstrator tag.
- A Salesperson Application Form w/ Affidavit of Citizenship must be submitted for each name listed below with the \$25.00 fee.
- Do not list an individual below if you are not submitting their license application and fee at this time.
- The Gratis License is Free, however, you must attach the tan Gratis License Application. List Gratis Holder here:

GRATIS LICENSE HOLDER: _____ **TITLE:** _____

TYPE OR PRINT LEGIBLY!!!

SALESPERSON NAME	S.S. #	SALESPERSON NAME	S.S. #
1. _____	_____	19. _____	_____
2. _____	_____	20. _____	_____
3. _____	_____	21. _____	_____
4. _____	_____	22. _____	_____
5. _____	_____	23. _____	_____
6. _____	_____	24. _____	_____
7. _____	_____	25. _____	_____
8. _____	_____	26. _____	_____
9. _____	_____	27. _____	_____
10. _____	_____	28. _____	_____
11. _____	_____	29. _____	_____
12. _____	_____	30. _____	_____
13. _____	_____	31. _____	_____
14. _____	_____	32. _____	_____
15. _____	_____	33. _____	_____
16. _____	_____	34. _____	_____
17. _____	_____	35. _____	_____
18. _____	_____	36. _____	_____

APPLICATION FOR NEW MOTOR VEHICLE SALESPERSON LICENSE

*****INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED*****

1. **CHECK ONE:** Salesperson () Dealer's Spouse () Dealer Key Personnel ()

2. Name _____ Birth Date _____ SS# _____

3. Address _____
Address City State Zip

4. Home/Cell #(_____) _____ 5. Job Title _____ 6. Date Hired _____

7. Dealership _____
Name Address City State Zip

8. Is this your principal occupation? ___Yes ___No If No, explain: _____

9. Have you ever been licensed by this Commission? ___Yes ___No If Yes, specify most recent dealership:

10. Have you ever had a Dealership or Salesperson License **denied, revoked** or **suspended** in this **or** any other state?
___Yes ___No If Yes, explain: _____

11. Have you ever been convicted of a felony? ___Yes ___No If Yes, complete the following: **Where?** _____

When? _____ (circle one) **Federal** or **State Charge** **Convicted of:** _____

- 1. Attach copy of the OSBI Report for state charges in Oklahoma or a Criminal History Background Report
- 2. Dealer must acknowledge past history by signing the Report.
- 3. The Commission has the authority to verify, independently, the accuracy of your response.

(DO NOT SUBMIT APPLICATION WITHOUT THIS DOCUMENTATION—IT WILL NOT BE PROCESSED!)

I agree to abide by the Laws and Rules of the State of Oklahoma, Motor Vehicle Commission. I certify under penalty of perjury that the answers and information contained herein are true and correct. I understand that my License may be denied, revoked or suspended for any material misstatement of fact.

Signature _____ **Date** _____
Applicant

EMPLOYER'S ENDORSEMENT

I have read the foregoing answers by the above Applicant and believe them to be true to the best of my knowledge. **This Applicant, Representing My Dealership,** is recommended as trustworthy and a person who will abide by the provisions of the laws and the rules and regulations governing the sale of new motor vehicles, and is being employed as a salesperson, selling exclusively for the undersigned employer.

Signature _____
Signature of Dealer or Gen Mgr or Officer Title Date

Type or Print Name Dealership Name & City

Oklahoma Motor Vehicle Commission
4334 N.W. Expressway, Suite 183, Oklahoma City, OK 73116, 405-607-8227

***Fee of \$25.00 and Affidavit Verifying Lawful Presence must accompany this form in order to be processed.**

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Required Affidavit for all Salespersons Applications: Must verify and fill out either Option 1 OR Option 2
*****DO NOT COMPLETE BOTH*****

Instructions:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Motor Vehicle Commission are required, by the provisions of 56 O.S. Supp. 2007 § 71, to provide the Commission with verification of lawful presence in the United States by executing one of the Affidavits below before a notary public or other officer authorized to notarize affidavits under State law. The Commission's office provides notary service free of charge to applicants.

OPTION 1: Verification of US Citizenship

Affidavit of _____ being of lawful age, being first duly sworn, upon oath, under
(Print Applicant's Name)

penalty of perjury, declares as follows: **I am a United States Citizen.**

(Signature of Applicant)

NOTARY: Subscribed and sworn to or affirmed before me this _____ day of _____, 20_____.

My Commission Expires: _____ Notary

My Commission #: _____ (Seal)

(NO DOCUMENTATION REQUIRED FOR OPTION #1)

OPTION 2: Affidavit Verifying Qualified Alien Status

Affidavit of _____ being of lawful age, being first duly sworn, upon oath, under
(Print Applicant's Name)

penalty of perjury, declares as follows: **I am a qualified alien under the federal Immigration and Naturalization Act, and am lawfully present in the United States.**

(Signature of Applicant)

NOTARY: Subscribed and sworn to or affirmed before me this _____ day of _____, 20_____.

My Commission Expires: _____ Notary

My Commission #: _____ (Seal)

If Option #2 is completed, the applicant must attach a copy (front and back) of one of the following USCIS Immigration Documents verifying the qualified alien status:

Check one:

- Form I-551 (Permanent Resident Card)**
- Form I-94 (Arrival-Departure Record)**
- Form I-327 (Reentry Permit)**
- Form I-766 (Employment Authorization Card)**
- Form I-571 (Refugee Travel Document)**
- Naturalization Certificate**
- Other Document**

**OKLAHOMA MOTOR VEHICLE COMMISSION
SALESPERSON LICENSE TRANSFER FORM**

INSTRUCTIONS: A currently licensed salesperson shall, on change of employment, surrender the Salesperson License to the new employer, in order for the licensed to be transferred.

- Fill out the form and attach the Salesperson License. Do not attach a photocopy.
- Transfer Fee is \$10.00.
- Expired Licenses & Gratis Licenses are non-transferable.
- If the salesperson license is lost, then transferring is not an available option.

TRANSFER SALESPERSON LICENSE TO:

DEALERSHIP NAME: _____ **CITY:** _____

Name: _____ Birth Date: _____ SS# _____

Current Address: _____
Street City State Zip

Phone: _____ Date of Hire: _____ Job Title: _____

Have you ever been convicted of a felony? ___Yes ___No If Yes, complete the following: **Where?** _____

When? _____ (circle one) **Federal** or **State Charge** **Convicted of:** _____

1. Attach copy of the OSBI Report for state charges in Oklahoma or a Criminal History Background Report
2. Dealer must acknowledge past history by signing the Report.
3. The Commission has the authority to verify, independently, the accuracy of your response.

(DO NOT SUBMIT APPLICATION WITHOUT THIS DOCUMENTATION—IT WILL NOT BE PROCESSED!)

I agree to abide by the Laws and Rules of the State of Oklahoma, Motor Vehicle Commission. I certify under penalty of perjury that the answers and information contained herein are true and correct. I understand that my License may be denied, revoked or suspended for any material misstatement of fact.

Signature _____ **Date** _____
Applicant's Signature

EMPLOYER'S ENDORSEMENT

I have read the foregoing answers by the above Applicant and believe them to be true to the best of my knowledge. **This Applicant, Representing My Dealership,** is recommended as trustworthy and a person who will abide by the provisions of the laws and the rules and regulations governing the sale of new motor vehicles, and is being employed as a salesperson, selling exclusively for the undersigned employer.

Signature _____ **Type or Print Name** _____ **Date Signed** _____
Signature of Dealer or Executive Manager

\$10.00 FEE REQUIRED

(ATTACH OLD LICENSE CARD HERE)