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

This packet only applies to Automobile & Truck Dealers selling NEW vehicles - NOT Motorcycle or RV or Used 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 AUTOMOBILE, TRUCK OR BUS 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):

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<th>NAME</th>
<th>COMPLETE HOME ADDRESS</th>
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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:
(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):

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<th>Type Codes</th>
<th>Franchise Make</th>
<th>Type Code</th>
<th>Manufacturer/Distributor</th>
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<tr>
<td>AB – Automobiles</td>
<td>HT – Heavy Truck (Semi)</td>
<td>SV – Specialty Vehicle</td>
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<tr>
<td>LS – Low Speed</td>
<td>BS – Bus</td>
<td>MT - Mini Truck</td>
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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:** ____________________
I hereby certify that the statements in or attached to this Application are true and correct to the best of my knowledge and that the members of this organization are familiar with the provisions of the law under which this Application is made; and that I, as Dealer or Executive Manager, have authority to make statements contained herein.

Signed
____________________________________________
Signature of Dealer or Executive Manager Only
____________________________________________
Print Name

Title
Date

Notary: Subscribed and sworn to (or affirmed) before me this ______ day of _____________________, 20 ___.

____________________________________________
Notary Public

My Commission Expires: __________________

Commission Number: ___________________________ (SEAL)

Fee: $300.00 Per Franchise
Not refundable unless application is denied or withdrawn prior to consideration at monthly Commission Meeting.

Make check payable and submit to:

Oklahoma Motor Vehicle Commission
4334 N.W. Expressway, Suite 183
Oklahoma City, OK 73116
(405) 607-8227
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<td>Furniture, Fixtures, Equipment</td>
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<td>Leasehold Improvements</td>
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<td>Notes Payable - Floor Plan</td>
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<td>Other Short-Term Notes</td>
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<td>Retained Earnings</td>
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<td>TOTAL NET WORTH / OWNERS EQUITY:</td>
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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 – otherwise discard)**

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)
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 Franchise Licenses are issued before proceeding with licensing Salespeople and following Steps 2-5.

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 ___________________________________________________________________________________

4. Date Hired __________________        Email Address ____________________________________________________

5. Dealership __________________________________________________________________________________ __

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

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:

- [ ] 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!!!

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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 _________________________________________________________________________________________

4. Home/Cell #(______)__________________  5. Job Title _________________________  6. Date Hired________________

7. Dealership _______________________________________________________________________________________

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_________________________________________  Title____________________________  Date_____________________________

Signature_________________________________________  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 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: _______________  ______________________________________________

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 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: _______________  ______________________________________________

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)

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