

**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 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 Dealer 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 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  
Dealer must acknowledge past felony history by signing the 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

**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 of Dealer or Gen Mgr or Officer  
 \_\_\_\_\_  
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 (on back side) 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.

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**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)**

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**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**