



**USED MOTOR VEHICLE AND PARTS COMMISSION**  
 421 NW 13<sup>th</sup> Street, Suite 330, Oklahoma City, OK 73103  
 Phone: (405)521-3600 Fax: (405)521-3604  
[www.usedcarcommission.ok.gov](http://www.usedcarcommission.ok.gov)

**APPLICATION FOR USED MOTOR VEHICLE SALESPERSON'S CERTIFICATE OF REGISTRATION**

**REGISTRATION REQUIREMENTS**

- Salesperson's Application completed in full, signed by the applicant and employing dealer.
- Application Fee of \$25.00 paid by the employing dealer.
- OSBI report including all three searches' (Violent Offender, Name Based, and Sex Offender). You may contact OSBI at (405)848-6724.
- Copy of current Oklahoma driver's license.

FULL NAME		CONTACT PHONE	
DATE OF BIRTH	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER	
HOME ADDRESS	CITY	STATE	ZIP

**GENERAL INFORMATION**

1. Are you presently registered or have you ever been registered by this Commission in any capacity? If <b>yes</b> , in what capacity, specify the business name and dates.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever had a salesperson registration <b>denied, revoked or suspended</b> in this or any other state? If <b>yes</b> , specify the state, date and circumstance on an attached sheet.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been licensed as an automobile dealer in any other state? If <b>yes</b> , have you ever been denied or had a license suspended or revoked in any state? If <b>yes</b> , please specify state, date and circumstance.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
4. <b>Have you ever been convicted of or pled guilty or "no contest" to a felony?</b> Felony applicants must submit copies of the Judgement and Sentencing documents for all convictions and are required to make a personal appearance before the Board of Commissioners. All documentation must be in our office <b>BEFORE</b> your appearance will be scheduled. <b>Felony applicants require review and approval by the Commission en banc before acting as a salesperson.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**APPLICANT CERTIFICATION**

I certify under penalty of perjury that the answers and information contained herein are true and correct. I hereby authorize the Used Motor Vehicle and Parts Commission to make any background investigation necessary prior to the issuance of my used salesperson's certificate of registration. **Failure to provide information or material misrepresentation is grounds for \$1,000 fine and denial or subsequent revocation of the salesperson's certificate of registration.**

DATE	APPLICANT SIGNATURE:
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**EMPLOYER'S ENDORSEMENT**

The foregoing answers by the above applicant have been read by me and are believed to be true to the best of my knowledge and belief. The applicant is recommended as trustworthy and a person who will abide by the provisions of the laws and the rules and regulations governing the buying and selling of used vehicles. I certify that the above named person will not be using their own financial means to purchase and sell vehicles under my dealer's license. I understand that this activity could result in the revocation of my license.

DATE	EMPLOYER SIGNATURE	TITLE
LICENSE NUMBER UD-	BUSINESS NAME	BUSINESS ADDRESS

State of \_\_\_\_\_ )  
 ) ss. \_\_\_\_\_  
 County of \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_ Commission # \_\_\_\_\_

**Note: The salesperson's certificate of registration expires December 31<sup>st</sup>, of each year and must be renewed annually.**