

West Virginia Department of Transportation
Division of Motor Vehicles
SALESPERSON LICENSING



Salesperson Licensing Instructions and Reminders

- ◆ *Salespersons and Finance/Insurance personnel **must** be licensed by January 1, 2008. Salesperson license must be kept in his/her possession at all times.*
- ◆ *Renewal fee for salesperson license is \$10.00.*
- ◆ *A late fee of \$5.00 is charged when a license fee is renewed within six (6) months after expiration.*
- ◆ *After six (6) months of expiration, individuals must start the process for a new license and pay all initial licensing fees. This includes a background check and salesperson test.*
- ◆ *The duplicate license fee is \$5.00 for lost, stolen, or destroyed licenses.*
- ◆ *Transfer fee is \$5.00 and a new salesperson license in the name of the new employer must be obtained before engaging in the activities of a salesperson.*

Salesperson and Finance/Insurance Personnel

- ◆ Complete Salesperson Licensing Application (*Download form online or obtain form at Regional Offices.*)
- ◆ Applicants must have the employer sign, date, and check the appropriate box in the certification section located at the bottom of the application.
- ◆ Applicants must have a background check completed through digital fingerprinting. This process is done through **SAFRAN MORPHOTRUST USA** by calling **1-855-766-7746** or by visiting www.morphotrust.com. All background checks must be submitted to DMV Dealer Services.
- ◆ Visit a local DMV regional office with your completed application and receipt from Morphotrust and present valid Driver's License or a government issued photo ID.
- ◆ Applicants must submit a fee of \$7.00 for each licensing year. Payment of fee entitles applicant to one (1) attempt for passing test (**76% or 19 correct out of 25**). Test can be taken not more than once per week.
- ◆ After successfully passing the test, paying all required fees, and submitting receipt from Morphotrust, the division will notify the applicant via letter regarding his or her permanent status once the background check has been completed and approved. (**Note: The division will automatically update the applicant's temporary license status in the DMV computer system to a permanent license status. It is not necessary to obtain another Salesperson Identification Card.**)



Motor Vehicle Salesperson License Application

(Instructions and Reminders on Reverse Side)

Date ___/___/___ Salesperson License # _____

SSN _____
REQUIRED BY FEDERAL LAW-DOES NOT APPEAR ON LICENSE/ID

Name _____
LAST FIRST MIDDLE

Gender _____ Weight _____

Street Address _____

Height _____ Eye Color _____

City, State, & ZIP Code _____

Home Phone # (____) _____ - _____

Birthdate ___/___/___ License/ID# _____ Issuing State _____

Cellular Phone # (____) _____ - _____

Dealer # _____ Type _____

Are you a United States Citizen? *yes* *no*

Dealer Name _____

** If "no", you must provide the necessary documents to establish your identity or legal presence in this country.*

List all additional dealership locations and dealer numbers on back side of this application.

Has your address changed since last issuance? *yes* *no*

YOU MUST ANSWER ALL OF THE FOLLOWING, IF THE ANSWER IS "YES" TO ANY, YOU MUST SUBMIT DETAILS IN A SEPARATE STATEMENT AND INCLUDE DATE(S).

YES NO INITIAL

- _____ Have you ever had any previous applications for a dealer license or salesperson license refused in WV or any other state or jurisdiction?
- _____ Have you ever had your dealer license or salesperson license suspended or revoked in WV or any other state or jurisdiction?
- _____ Do you owe a child support obligation, that is more than six months in arrears, or are you the subject of a child support related warrant, subpoena, or court order?
- _____ Have you ever been convicted of a felony?

SALESPERSON LICENSE REQUIRED FEES

- \$5 Late Fee
- \$10 License Renewal
- \$7 License Per Year
Issued for 1-5 years (\$7 - \$35)
- \$5 Duplicate
- \$5 Transfer

**COMPLETE THIS ENTIRE FORM.
ALL INFORMATION REQUESTED IS MANDATORY.
INCOMPLETE FORMS WILL NOT BE PROCESSED.**

Certification of Applicant

I hereby certify, under penalty of perjury, that the statements made herein are true and accurate to the best of my knowledge, information, and belief. I will engage in the business of selling motor vehicles only for the dealer(s) for which the Dealer Licensing Section has so authorized.

Certification of Dealer

It is hereby certified that the above named person is employed and duly appointed as a salesperson by the undersigned, a licensed motor vehicle dealer.

APPLICANT PRINTED NAME

DEALER PRINTED NAME

(X) _____
APPLICANT SIGNATURE

___/___/___
DATE

(X) _____
DEALER SIGNATURE

___/___/___
DATE

DEALER NUMBER

Additional Dealerships and Locations

1.	_____	Dealer Number _____
2.	_____	Dealer Number _____
3.	_____	Dealer Number _____
4.	_____	Dealer Number _____
5.	_____	Dealer Number _____

All Salespersons and Finance/Insurance personnel must be licensed.

When conducting business, the Salesperson must keep their salesperson license in their possession at all times.

NEW Salesperson Licensing Instructions:

- Applicants must have a background check done through digital fingerprinting. To start your background check, contact SAFRAN MORPHOTRUST USA by calling 1-855-766-7746 or visit www.morphotrust.com. All background checks must be submitted to DMV Dealer Services.
- Applicants will be charged a fee of \$7.00 for each licensing year. Payment entitles the applicant one attempt to pass the test. To pass the test the applicant must score at least 19 correct out of 25, or receive a 76%. The test can only be taken once every seven days.
- Upon passing the test, the applicant will be issued a temporary salesperson license, valid for 90 days.
- Upon receipt of the background check, the DMV will notify the applicant via letter regarding approval or denial of their salesperson license.

RENEWAL Salesperson Licensing Instructions:

- Renewal applicants must take the salesperson license and application to their nearest DMV regional office for renewal. The fee for a non-expired salesperson license renewal is \$10.00.
- If the applicant has allowed their salesperson license to expire and it has been *six (6) months or less* since the date of expiration, the applicant will be required to pay a \$5.00 late fee in addition to the renewal fee.
- If the applicant has allowed their salesperson license to expire and it has been *more than 6 months* since the date of expiration, the applicant must start the application process as a new applicant (see *NEW Salesperson Licensing Instructions*).
- If the applicant needs to transfer their salesperson license a \$5.00 transfer fee is charged. A new salesperson license in the name of new employer must be obtained before engaging in the activities of a salesperson.
- If the applicant needs to replace a lost, stolen, or destroyed salesperson license, a \$5.00 duplicate fee is charged.

The DMV does not send renewal notices for salespersons licenses.