VEHICLE REPRESENTATIVE LICENSE CHANGE OF EMPLOYER APPLICATION

INSTRUCTIONS AND REQUIREMENTS

Before completing any part of this application, make sure this is the most recent version by comparing it with the one posted on the Board’s website.

This application and all required documents must be submitted to the Vehicle Board at PO Box 2649; Harrisburg, PA 17105-2649. All vehicle representative licenses expire May 31st of each odd numbered year. DELAYS may occur in the processing of this application if submitted between the beginning of the license renewal period (March 1 of odd-numbered year and July 1 of the same year). Upon receipt of a correctly completed application and all required documents, your application will be processed as soon as possible. Each representative shall be licensed for only one manufacturer/wholesale distributor at any one time.

An individual who holds a vehicle manufacturer/distributor license as a partnership, corporation or any other form of business entity other than a sole proprietorship must also hold a valid, current vehicle representative license in order to conduct vehicle sales. An individual who holds a vehicle manufacturer/distributor license as a sole proprietor is not required to also hold a vehicle representative license in order to engage in vehicle sales.

INSTRUCTIONS

• Application responses must be typed or printed neatly in black or blue ink.
• All questions in all sections MUST be answered completely and truthfully. Statements are made under oath and are subject to Board investigation. Falsification of answers or failure to answer any question may constitute grounds for refusing or taking disciplinary action against a license.
• Attach the following documents to this application:
  1. A check or money order (cash is not acceptable) for the amount below made payable to the Commonwealth of Pennsylvania $25.00 Change of Employer fee IF YOUR LICENSE IS CURRENT
      The application fee is NON-REFUNDABLE and NON-TRANSFERABLE regardless of the issuance of a license. A $20.00 processing fee will be charged for any unpaid check regardless of the reason.
  2. If you have fulfilled the licensing requirements, your license will be mailed to the manufacturers/distributor’s office. If not, a discrepancy lettering indicating what is still needed will be mailed to your prospective employing manufacturers / distributors main office.
  3. Documents regarding a name change, if applicable. Provide clear copies of one of the following documents: (1) marriage certificate or (2) divorce decree which indicates the retaking of your maiden name or (3) the court document approving the legal name change.
  4. Please be sure to keep a copy of your completed application packet for your records.
  5. To check the status of your application visit www.pals.pa.gov
  6. If a pending application is older than one year from the date submitted online or the paper application is signed by the applicant and the applicant wishes to continue the application process, the Board shall require the applicant to submit a new application including the required fee.
  7. In order to complete the application process, many of the supporting documents associated with the application cannot be more than 6 months old (from the date of issuance).
  8. The Board will retain a copy of all old application records and attachments. Applicants will be notified of the above timeframes for pending applications.

YOU MAY NOT PRACTICE AS A VEHICLE REPRESENTATIVE UNTIL LICENSED BY THE BOARD
VEHICLE REPRESENTATIVE LICENSE CHANGE OF EMPLOYER APPLICATION

1. Applicant's name: ___________________________________________ (LAST) (FIRST) (MI)
   If you have ever been licensed under a different name, please refer to #4 of the instructions.

2. Applicant's current home address: ________________________________ (STREET) (CITY) (STATE & ZIP CODE)

3. Applicant's social security number: ________________________________

4. Applicant's date of birth (month/day/year): ___ / ___ / ___ ___ ___ ___

5. Applicant's home telephone number: (___ ___ ___) ___ ___ ___ - ___ ___ ___ ___

6. Applicant’s email address: _________________________________________

7. Applicant’s license (certificate, not driver’s license) number: VR - ______________________

IN THE REQUIRED INFORMATION BELOW, PLEASE PROVIDE THE EMPLOYING MANUFACTURER'S NAME, LICENSE NUMBER AND MAIN OFFICE ADDRESS EXACTLY AS IT APPEARS ON THE MANUFACTURER'S LICENSE.

8. Employing manufacturer or distributor's name as it appears on license:
   ________________________________________________________________

9. Employing manufacturer or distributor’s primary location address:
   ________________________________________________________________ (STREET) (CITY) (STATE & ZIP CODE)

10. Employing manufacturer or distributor’s telephone number: (___ ___ ___) ___ ___ ___ - ___ ___ ___ ___

11. Employing manufacturer or distributor’s license number (write “PENDING” if manufacturer or distributor is submitting an initial application for the business):
    VM ___________________ MB ___________________ WD ______________________

12. Are you returning your current license? ___ YES ___ NO

13. Provide date of employment with new employer as a Vehicle Representative. ___ ___ / ___ ___ / ___ ___ ___ ___
   (Month) (Day) (Year)

14. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction? ___ YES ___ NO
   If you answered yes to the above question, please provide the profession and state or jurisdiction.
   Profession: ___________________ State: ___________________

15. Have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline? ___ YES ___ NO

16. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction? ___ YES ___ NO

17. Have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction? ___ YES ___ NO
18. **A check or money order (cash is not acceptable)** for the amount below made payable to the Commonwealth of Pennsylvania

$25.00 for Change of Employer application **IF YOUR LICENSE IS CURRENT.**

**NOTE:** The required fees are fees for the processing of the application and are not refundable. These fees are required regardless of issuance of a license. A processing fee of $20.00 will be charged for any check returned unpaid by your bank regardless of the reason for non-payment.

**ACKNOWLEDGEMENT OF DUTY TO SELF-REPORT DISCIPLINARY CONDUCT AND CERTAIN CRIMINAL ACTIVITY (mandatory for all licensees; signature required)**

I, ___________________________, hereby acknowledge that in addition to any existing reporting requirement required by a specific board or commission, I am REQUIRED pursuant to Act 6 of 2018 to NOTIFY the Bureau of Professional and Occupational Affairs WITHIN 30 DAYS of the occurrence of any of the following: (1) A disciplinary action taken against me by a licensing board or agency in another jurisdiction; (2) A finding or verdict of guilt, an admission of guilt, a plea of nolo contendere, probation without verdict, a disposition in lieu of trial or an Accelerated Rehabilitative Disposition (ARD) of any felony or misdemeanor offense in a criminal proceeding. I further acknowledge that failure to comply with these mandatory reporting requirements may subject me to disciplinary action by the Board. I acknowledge my understanding that to self-report a disciplinary action or criminal matter as set forth above, I may log in to the Pennsylvania Licensing System (PALS) at www.pals.pa.gov and select “Mandatory Reporting by Licensee” under the heading “Your Licenses.”

Licensee Signature                      Date

19. **EMPLOYER’S CERTIFICATION**

I do hereby request that a license be granted to ________________ to work as a Vehicle Representative. I do believe the applicant to be honest, trustworthy, truthful and of good repute.

__________________________
Signature of Manufacturer/Distributor Representative

__________________________
Print Name

__________________________
Date

__________________________
Designated Contact person (if different than above)

20. **APPLICANT’S CERTIFICATION**

I hereby certify that I have read the Board of Vehicles Act, Act of December 22, 1983, P.L. 306, No. 84, as amended, 63 P.S. §§818.1 – 818.37, and the Board’s regulations, 49 Pa. Code §§19.1 – 19.38, and that I will abide by the Act and the regulations while practicing in the Commonwealth of Pennsylvania.

I certify that all information supplied on this application is true and correct to the best of my knowledge and belief. Further, I understand that any false statements made are subject to the penalties of 18 Pa. C.S. Section §4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of the license.

I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa.C.S. Section §4911.

__________________________
Applicant’s Signature

__________________________
Date

Disclosing your Social Security Number on this application is mandatory in order for the State Boards to comply with the requirements of the Federal Social Security Act pertaining to Child Support Enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa.C.S. § 4304.1(a). At the request of the Department of Human Services (DHA), the licensing boards must provide to DHS information prescribed by DHS about the licensee, including the social security number.
I authorize the following organization and its employees to act as my agent to file this application on my behalf, and to receive correspondence and communications from the Board. I understand that the Board will also send copies of communications directly to me and my employing manufacturer or distributor.

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I accept authorization of the applicant to act as agent for the submission of this application and to receive correspondence and communication from the Board. I understand that the Board will also send copies of communications directly to the applicant and the employing manufacturer or distributor.

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