



SALESPERSON CHANGE OF EMPLOYER/REACTIVATING LICENSE 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 salesperson 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 salesperson shall be licensed for only one dealer at any one time. All salesperson licenses will be issued to the **primary location** (VD license address). It will be the dealer's responsibility to distribute salesperson licenses to the appropriate branch office locations for employees who desire to work at these locations.

An individual who holds a vehicle dealership license as a partnership, corporation or any other form of business entity other than a sole proprietorship **must** also hold a valid, current vehicle salespersons licenses in order to conduct vehicle sales. An individual who holds a vehicle dealership license as a sole proprietor is not required to also hold a vehicle salesperson 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 for Change of Employer application **IF YOUR LICENSE IS CURRENT**.

\$115.00 for Reactivation application **IF YOU DO NOT HAVE A CURRENT LICENSE – plus applicable late renewal fees**.

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. A **COMPLETED** State Police Background Check (Request for Criminal History Check) **FROM EACH STATE IN WHICH THE APPLICANT HAS RESIDED IN THE FIVE YEARS IMMEDIATELY PRECEDING THE DATE OF THE APPLICATION**. (ONLY FOR APPLICANTS REACTIVATING AN EXPIRED LICENSE). If you answer **YES** to question 18 on the application, then you must submit a completed State Police Background Check from the state in which the conviction occurred regardless of whether you have ever resided in that state. Background checks that reflect "Request Under Review" will not be accepted.

- Criminal record checks for Pennsylvania residents may be obtained on-line at <https://epatch.state.pa.us> or by mail by contacting the Pennsylvania State Police.
- **Out-of-state** residents should consult the Board's web page for information about obtaining an out-of-state background check at: www.dos.pa.gov/vehicle click on General Board Information then Criminal Record Check.
- Criminal record checks must be received within 90 days of the application date and must display the social security number and birth date of the applicant. Those older than 90 days will be returned for new submissions. In the interim, the application will not be processed.
- Any questions about your background check should be directed to the State Police.
- If you have been convicted* of a *felony* or *misdemeanor* offense (summary offenses are not included), submit the

following information for EACH conviction, **regardless** of the time elapsed since the conviction:

- Copies of the criminal complaint and affidavit of probable cause, criminal information or indictment, sentencing order, and transcript of a guilty plea colloquy, if any, certified by the court in the county where the conviction occurred;**
- If the court documents do not categorize the offense as a felony or misdemeanor, a letter from the Court explaining the grading of the offense;
- A letter from the Probation Office, on agency letterhead, **signed and dated within 90 days** of receipt in the Board office, providing the current probationary status and/or completion date (if applicable)**;
- Employment history or resume;
- A detailed description (in applicant's own words) of the circumstances surrounding the conviction, the basis for the conviction, and the disposition of the conviction;

***For purposes of these instructions**, a conviction includes a finding or verdict of guilt, a plea of guilty or *nolo contendere*, or a disposition of probation without verdict, disposition in lieu of trial, or Accelerated Rehabilitation Disposition. The Board will not deny a license based upon a disposition of PWV, disposition in lieu of trial or ARD, but will monitor the applicant's compliance to confirm that the disposition is not changed to a conviction after the license has been issued.

****If the required documents are not available**, please provide an original letter on business letterhead, **signed and dated within 90 days** of receipt in the Board's office, from the proper authority confirming documents are not available.

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. If you have submitted this application ***WITH ALL REQUIRED DOCUMENTS*** within 10 days of employment with a new dealership, you may maintain a copy of this application to use as your temporary license pending receipt of your new current license. This temporary license shall expire 45 days from the date of your application. It shall be your duty to notify the Vehicle Board office if your new license or correspondence from the Board is not received within 30 days of the submission of your application.
5. If you have fulfilled the licensing requirements, your license will be mailed to the **primary location** of your employing dealership.
6. Name change forms for licensed salespersons may be obtained from the website at www.dos.pa.gov/vehicle or by calling (717) 783-1697.
7. **Please be sure to keep a copy of your completed application packet for your records.**
8. To check the status of your application visit www.mylicense.state.pa.us
9. 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.
10. 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). All background check documents cannot be older than 90 days old (from the date of issuance).
11. 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 ACT AS A VEHICLE SALESPERSON UNTIL LICENSED BY THE BOARD



SALESPERSON CHANGE OF EMPLOYER/REACTIVATING LICENSE APPLICATION

1. Applicant's name: _____
 (LAST) (FIRST) (MI)

If you have ever been licensed under a different name, please refer to #3 in the instructions.

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

a) List previous home addresses for the past five years (*must be completed*):

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: MV - _____

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

8. Employing dealership's name as it appears on VD license: _____

9. Employing dealership's primary location address: _____
 (STREET) (CITY) (STATE AND ZIP CODE)

10. Employing dealership's telephone number: (____) ____ - ____

11. Employing dealership's license number (write "PENDING" if dealership is submitting an initial application for the business):

VD _____ *Be sure you list VD #, not DIN #*

***Recent revisions to Section 5(C) of the Board of Vehicles Act allows a vehicle salesperson, who is employed by a dealer who holds a dealer license at more than one facility (branch location), to sell for such a dealer at each such facility provided each facility has the same owners. Therefore, all salesperson licenses will be issued to the primary location (VD license address).**

12. Employment start date as a *salesperson* at this dealer (month/day/year): ____ / ____ / ____

13. Are you returning your current license? ____ YES ____ NO
If YES, attach original license to this application, keeping a copy for your records.
If NO, explain why not. _____

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. Have you been convicted (found guilty, pled guilty or pled nolo contendere), received probation without verdict or accelerated rehabilitative disposition (ARD), as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court. *If YES, please refer to the above instructions concerning the submission of a completed State Police Criminal Background Check.*
 YES NO
19. Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?
 YES NO

20. **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.**

\$115.00 for Change of Employer application IF YOU DO NOT HAVE A CURRENT LICENSE – plus applicable late renewal fees.

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.

21. **IF YOU DO NOT HAVE A CURRENT LICENSE**, submit a check or money order in the correct amount shown in Section #1 or Section #2 below, made payable to “Commonwealth of PA”. To avoid any additional late renewal fees, return this form and your check or money order immediately. ***If you have been practicing as a vehicle salesperson in Pennsylvania on an expired or inactive license, you may be subject to possible disciplinary action as well as being assessed additional late renewal fees.*
YOU MUST CHECK THE BOX IN SECTION #1 OR SECTION #2 BELOW OR THIS APPLICATION WILL BE RETURNED TO YOU UNPROCESSED.

Section #1	Section #2
If you have practiced as a vehicle salesperson in Pennsylvania at any time since the expiration/inactive date of your license, you are subject to late renewal fees (\$5.00 per month) in addition to all required biennial renewal fees. A fee of \$115.00 plus late renewal fees of \$5.00 per month are required if you have practiced as a vehicle salesperson in Pennsylvania since the expiration/inactive of your license.	If you did <u>not</u> practice as a vehicle salesperson in Pennsylvania since the expiration/inactive date of your license, submit the total fee of \$115.00. To verify that you have been inactive in Pennsylvania since the expiration/inactive date of your license, you must complete this section of this application. NOTE: If you have practiced at any time during this period, you may be subject to late renewal fees.
YES, I PRACTICED AFTER MY LICENSE EXPIRED/INACTIVE (FROM ___ / ___ / ___ TO ___ / ___ / ___) AND I WISH TO REACTIVATE MY LICENSE AT THIS TIME BY PAYING THE BIENNIAL RENEWAL FEE PLUS APPLICABLE LATE FEES. <input type="checkbox"/>	NO, I DID NOT PRACTICE AT ANY TIME AFTER MY LICENSE EXPIRED/INACTIVE AND I WISH TO REACTIVATE MY LICENSE AT THIS TIME BY PAYING THE BIENNIAL RENEWAL FEE OF \$115.00. <input type="checkbox"/>

