



**STATE BOARD OF VEHICLE MANUFACTURERS,  
DEALERS, AND SALESPERSONS**  
PO Box 8413  
Harrisburg PA 17105-8413

**Check to indicate the license you are renewing:**

- Vehicle Salesperson  
 Vehicle Representative

Submit a check/money order in the amount of

**\$90.00** payable to **Commonwealth of PA.**

Write your license number on your payment.

*\$5.00 per month late fee if postmarked after  
May 31, 2017*

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Name as it appears on your License

\_\_\_\_\_  
Address as it appears on your license:

I will not be practicing this profession in Pennsylvania after May 31, 2017. (No fee required.)

I have a change of name and/or home address. **NAME CHANGE:** Your name will be changed AFTER we receive a photocopy of a legal document verifying the name change (i.e. – marriage certificate, divorce decree or legal document indicating retaking of maiden name, etc.). If you fail to provide us with paperwork verifying your name change before the expiration date, your license will be issued in the name that is currently on your license.

\_\_\_\_\_  
New Name/Home Address:

**If you have recently changed your employer and have not submitted an application,** download the appropriate application from our website, [www.dos.pa.gov/vehicle](http://www.dos.pa.gov/vehicle), by clicking on General Board Information and then Application Forms. Return this notice and fee, as well as the completed change of employer application (including all required documents and fees) to the Board office. If you have any questions as to the employer the Board has on record for your license, please go to [www.mylicense.state.pa.us](http://www.mylicense.state.pa.us) and click on License Verification.

**THE FOLLOWING QUESTIONS MUST BE ANSWERED:**

CIRCLE the correct answer to each question. Every statement <i>must</i> be answered or this renewal will not be processed. If you answer YES to question 4 through 8 – provide details AND attach certified copies of legal document(s).		
1.	Are you submitting a name change with this renewal?	YES NO
2.	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
3.	If you answered yes to the above questions, please provide the profession and state or jurisdiction.	
4.	<b>Since your initial application or last renewal</b> , whichever is later, 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
5.	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
6.	<b>Since your initial application or last renewal</b> , whichever is later, 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
7.	<b>Since your initial application or last renewal</b> , whichever is later, 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.	YES NO
8.	Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?	YES NO

**LICENSEE CERTIFICATION**

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 PaC.S. Section 4911 and that any false statement made is subject to the penalties of 18 PaC.S. Section 4904 relating to unsworn falsification to authorities and may result in my license being disciplined.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PRACTICING ON AN EXPIRED LICENSE MAY RESULT IN DISCIPLINARY ACTIONS AND ADDITIONAL MONETARY PENALTIES**