

Salesman Agent License Application Instructions

Thank you for your interest in obtaining a Maryland Salesman Agent License. It is our mission to help you to obtain your license in an efficient and timely manner. If you need assistance, please email us at mvablcsd@mva.maryland.gov.

Below are websites that can help you reach your goal:

Maryland Vehicle Law www.lawlib.state.md.us and Maryland Code of Regulations www.dsd.state.md.us.

Please be advised: Complete and submit **all** documents, an incomplete packet will be returned.

- **Application** (CS-043) - Complete the application in its entirety. Please include a photocopy of current driver's license or Identification.
- **Criminal Background Check** - All licensees shall furnish to the Administration an official copy of their Maryland criminal history record from the Criminal Justice System. And if you live or have lived in another state within the last year, you must also provide a criminal record from that state. The record(s) must be dated within 30 days of the submission date.
- **Driving record** – All applicants with an out of state residence must provide a current original driving record from that state.
- **Fee** – Submit payment of \$67.50.

Note: Possession of a valid driver's license is not required. For applicants without a valid driver's license, a letter from the owner or designee of the dealership stating that they will not be driving any vehicles for sale or demonstration is required.

- **Salesman License \ Authorization** – Upon approval, your salesman license or an authorization for license will be sent to the employing dealer. A License Authorization must be taken to a MVA full service or express office within 45 days. If you do not obtain a valid salesman license within this time frame, a new application must be completed and submitted to begin the new process.

Maryland Vehicle Law

Vehicle Salesmen §15-412. Refusal, suspension, or revocation of license

In addition to the other grounds specified in Subtitle 1 of this title for refusal, suspension, or revocation of a license, the Administration may refuse to grant a license under this subtitle to any person and may suspend, revoke, or refuse to renew the license of any person if it finds that:

- (1) The person has been convicted by final judgment in any court of a crime of moral turpitude; or
- (2) The vehicle sales transactions of the person have been marked by a practice of failure to perform contracts or by fraud or bad faith.

Mail completed packet to MVA Room 146, 6601 Ritchie Hwy, Glen Burnie MD, 21062



Application for Salesman's License

Type of License: New Transfer Corrected Duplicate

Name of Applicant: Last _____ First _____ Middle _____

Street Address (Home) _____ City _____ State _____ Zip Code _____

Date of Birth _____ Driver's License Number _____ State _____

Social Security Number _____ Home Phone Number _____

Dealer's License Number _____ Email _____

Full Name of Dealership (including corporate name) _____

Dealer Street Name _____

City _____ County _____ State _____ Zip Code _____

Dealership Contact (full name) _____ Title _____ Phone Number _____

Workers Compensation Company Name _____ Policy Number _____

Certification of Dealer: It is certified that the above named person is employed and duly appointed as a salesman by the undersigned, a licensed motor vehicle dealer. I/we assumed responsibility for making certain the sales applicant does not sell vehicles until this application has been approved and a license has been issued.

Important Notice to Dealership: This is not a license to sell vehicles. This form must be approved by the MVA. Once approved, the employing dealer will receive a computer license authorization, which the salesperson will take to a MVA office. He/she will pay the appropriate fee, have their photo taken, and be issued a photo vehicle sales license period. The sales applicant may not sell vehicles until the sales license is issued.

Signature of Authorized Representative _____ Title _____ Date _____

Printed Name _____

Background Questions for Applicant

Yes No

- 1. Have you ever applied for or been licensed as a salesman or a dealer in this or any other state?
If yes, please indicate Type of License: _____ License Number _____
Business Name: _____ State: _____ Expiration: _____
- 2. Do you currently hold a dealer, salesman, or title service agent license issued Maryland or any other state?
If yes, please indicate Type of License: _____ License Number _____
Business Name: _____ State: _____ Expiration: _____
- 3. Are any administrative actions, including suspension, revocation, refusal, or fines pending against any license you have held?
If yes, give a detailed statement on a separate sheet.
If yes, please indicate Type of License: _____ License Number _____
Business Name: _____ State: _____ Expiration: _____ Date of Action _____
- 4. Have you ever been convicted of a crime other than a traffic violation? If yes, submit dispositions of charges from the court giving a detailed statement of charges, include dates and circumstances surrounding the incidents. And if you are currently or have been on parole or probation in the past, submit a statement from your parole or probation officer. This statement must indicate the terms and your current compliance with the terms of your probation.

I certify, under penalty of perjury, that the statements made herein are true and correct to the best of my knowledge, information and belief. I also certify that I am familiar with the Motor Vehicle licensing laws and other laws of Maryland governing the conduct of motor vehicle salesman and will cooperate with the Motor Vehicle Administration in the enforcement of the applicable provisions of the Transportation Article and the agency regulations and that I will engage in the business of selling motor vehicles or trailers only for the dealers for which the Dealer Licensing has so authorized.

Full Signature of Applicant _____ Date _____

For MVA Use Only

Application _____ Approved _____ Rejected _____ Representative Name _____ Date _____

The Background check should be submitted with your application for license along with a photocopy of your current driver's license to the Motor Vehicle Administration.

Please be guided by the instructions below to obtain your criminal background check as required by COMAR 11.12.01:

Maryland State Background Check

You may visit the CJIS website at <https://www.dpscs.state.md.us/publicservs/bgchecks.shtml>

- You may go to any authorized location that provides [fingerprinting services](#).
- You may go to your local law enforcement agency to be fingerprinted on the state fingerprint card known as Form 015.
- Once you have been fingerprinted, you may:

Overnight:

CJIS-Central Repository
6776 Reisterstown Road, Suite 102
Baltimore Maryland 21215

Mail:

CJIS-CR
P.O. Box 32708
Pikesville Maryland, 21282-2708

To set up an appointment for the fingerprinting and background check you may call **1-888-795-0011**.

Out of State Background Check

- In addition to your Maryland background check applicants must provide a criminal background check from the state in which you reside. The request should be made through the state law enforcement agency.

FBI Requests

- If you must obtain a copy of your FBI criminal history record you must send your request directly to the [FBI](#).