



## OCCUPATIONAL (SALESPERSON) LICENSE INFORMATION

"Salesperson" defined. "Salesperson" means:

1. A person employed by a vehicle dealer, under any form of contract or arrangement to sell, exchange, buy, or offer for sale, or exchange an interest in a vehicle to any person, who receives or expects to receive a commission, fee or any other consideration from the seller or purchaser of the vehicle; or
2. A person who exercises managerial control within the business of a dealer or a long-term or short-term lessor, or who supervises salespersons employed by a dealer or a long-term or short-term lessor, whether compensated by salary or by commission, or who negotiates with or induces a customer to enter into a security agreement on behalf of a dealer or a long-term or short-term lessor. NRS 482.107

### LICENSING REQUIREMENTS

1. Certificate of Employment (OBL236) completed and signed by a principal or an authorized person of a licensed Nevada Dealer.
2. Personal History Questionnaire (OBL242) completed by applicant.
3. Applicant photograph, at least 2 inches x 2 inches (passport photo size) and show full face, shoulders and above.
4. One set of fingerprints is required. Applicant must be fingerprinted by an authorized NV DMV representative or a law enforcement agency. Check with your local law enforcement agency for any additional fees.
5. DPS Fingerprint Background Waiver (OBL256) completed and signed by each applicant.
6. Occupational License (Salesperson) Disclaimer (OBL264). Disclaimer must be notarized or signature witnessed by an authorized NV DMV representative.

### APPLICATION FEES (Non-refundable)

Original License Fee: \$75.00  
Fingerprint Processing Fee: \$39.00  
Annual Renewal Fee: \$40.00  
Transfer Fee: \$20.00

Occupational salesperson licenses expire on December 31 of each year. The cost for licenses issued throughout the year is the same; fees will not be prorated. If your license has been expired for 6 months or more, you must submit a new application, fingerprints, and pay the original license fee.

When a person holds a temporary permit or license from the Nevada DMV to act as a salesperson and ceases to be employed, their permit/license is automatically terminated. The person may not engage in the activity of a salesperson until he or she has paid the DMV a transfer fee of \$20 and submitted a Certificate of Employment (OBL236), indicating re-employment by a licensed and bonded dealer, lessor or rebuilder. Thereafter, a current temporary permit or license will be presented to the employer (NRS 482.362).



## CERTIFICATE OF EMPLOYMENT

☐ SALESPERSON ☐ INSPECTOR

### FEES

Class: ☐ One ☐ Two ☐ Diesel ☐ Registration Renewal ☐ New \$ \_\_\_\_\_

☐ Renewal \$ \_\_\_\_\_

☐ DRIVE SCHOOL INSTRUCTOR:

☐ Behind the Wheel

☐ Transfer \$ \_\_\_\_\_

☐ CDL ☐ Non CDL

☐ General Classroom

☐ DUI SCHOOL INSTRUCTOR

☐ General Classroom Under 18

☐ TRAFFIC SAFETY SCHOOL INSTRUCTOR

☐ Trainee

### EMPLOYEE:

Full Legal Name \_\_\_\_\_ DMV Occupational License # \_\_\_\_\_

NV Driver's License # or Date of Birth \_\_\_\_\_ Telephone Number ( ) - \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

Physical Address \_\_\_\_\_  
Street City State Zip

### Nevada Revised Statute and Nevada Administrative Code Chapters:

NRS/NAC Chapters 445B & 482	NRS/NAC Chapters 482 & 490	NRS/NAC Chapter 483	NRS/NAC Chapters 487 & 597 (Body Shop & Garage only)
Station and Inspector licensing.	Broker, Dealer, Distributor, Long Term Lessor, Manufacturer, Rebuilder, Salesman, Short Term Lessor and Transporter licensing, including Off-Highway Vehicle Industry Licensing.	Instructor and School licensing.	Body Shop, Garage, Salvage Pool and Wrecker licensing or registration.

I understand it is my responsibility to review the aforementioned Nevada Revised Statute and Nevada Administrative Code Chapters with respect to the license or registration I am applying for and agree to comply with the requirements stated therein. I declare under penalty of perjury that the information contained in this form is true and correct.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

### EMPLOYER:

Business Name \_\_\_\_\_ DMV Business License # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Telephone Number ( ) - \_\_\_\_\_

Authorized Representative's Name and Title (*Print*) \_\_\_\_\_

Authorized Representative's Signature \_\_\_\_\_



## PERSONAL HISTORY QUESTIONNAIRE

☐ New ☐ Update

This questionnaire is filed as part of the licensing application for:

Business License: ☐ Principal ☐ Registered Agent/Manager

Occupational License: ☐ Salesperson ☐ Drive School Instructor ☐ Traffic Safety School Instructor

☐ Inspector ☐ DUI School Instructor

**All lines and spaces must be completed in full. If not applicable enter (N/A).**

Full Legal Name: \_\_\_\_\_

Additional names you have been known by (maiden name, stage name, nickname):  
Last First Middle  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

Physical Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Additional Phone \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security No. - - \_\_\_\_\_ ☐ Female ☐ Male  
City State

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_

Scars, marks, and/or tattoos \_\_\_\_\_

**Employment History for the past 5 years beginning with the most current (without gaps):**

From (month/year)	To (month/year)	Employer	Complete Address/Telephone #



Applicant's Name \_\_\_\_\_

**Personal History Questionnaire**

List names, complete address, and phone numbers of two personal references.

Name	Address	Phone Number

**Drive, DUI or Traffic Safety applicants only:**

Have you ever been arrested or convicted of a crime or offense, either felony, gross misdemeanor or misdemeanor, including traffic misdemeanor offenses? ☐ Yes ☐ No

**All other applicants:**

Have you ever been arrested or convicted of a crime or offense, either felony, gross misdemeanor or misdemeanor, excluding traffic misdemeanor offenses? ☐ Yes ☐ No

If "Yes," list separate charge by date of arrest. Describe the offense, court, and disposition in the appropriate columns. If additional space required, use a separate sheet of paper.

Date of Arrest	Nature of Offense	Court of Jurisdiction	Disposition of Offense

Are you currently, or have you ever been under supervision of a parole or probation agency of any state? If so, provide name and address of the agency, name of supervising officer and phone number. Provide a copy of your discharge; if appropriate (*explain*).

**Child Support Information:**

Nevada Revised Statute 482.319 requires all professional and occupational licensing agencies to request statements regarding child support from applicants for new licenses and for renewal of all occupational licenses. Please mark the appropriate response and complete the remainder of the form. Failure to mark one of the three and completion of the form will result in denial of the application.

- ☐ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or
- ☐ I am subject to a court order for the support of one or more children and am not in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.



Applicant's Name \_\_\_\_\_

### Personal History Questionnaire

Have you previously held or do you presently have a business or occupational license issued by the Department of Motor Vehicles in this State or by any other State's occupational licensing authority? ☐ Yes ☐ No

If "Yes", license number \_\_\_\_\_ State \_\_\_\_\_

Have you ever had a business or occupational license, in this state or any other state including a driver's license, which was denied, suspended, revoked, or had administrative sanction against it? ☐ Yes ☐ No (if Yes, explain)

I hereby authorize the Department of Motor Vehicles to make any background investigation necessary as it pertains to the issuance of my license. In relation, I authorize any person or entity contacted by the Department of Motor Vehicles, its agents or employees to furnish any information or opinions they may have during the course of my initial background investigation. I release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, Department of Motor Vehicles, its agents or employees and all persons or entities furnishing information or opinions to the Department of Motor Vehicles related to my background investigation. I understand providing false information or the omission of the requested information in this questionnaire is grounds to deny, suspend, or revoke my business or occupational license. Furthermore, I understand filing false information to obtain any license or permit is a criminal act as defined in Nevada Revised Statutes and Nevada Administrative Codes in addition to being subject to the administrative sanctions as prescribed by law.

\_\_\_\_\_  
Signature of Applicant Date

**Signatures must be original. Photocopies are not acceptable.**

State of Nevada

County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Notary Public **or** Authorized Nevada DMV Representative

\_\_\_\_\_  
(Notary Seal)

### For Department Use Only

Case No \_\_\_\_\_

☐ Application completed and signed ☐ Fingerprints ☐ Background Investigation ☐ Total Fees \$ \_\_\_\_\_

Recommendation: ☐ Approved ☐ Denied

\_\_\_\_\_  
Signature of Employee Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor (if applicable) Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Investigator (if applicable) Date \_\_\_\_\_



## Nevada Department of **Public Safety** Fingerprint Background Waiver

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

1. You must be notified by \_\_\_\_\_ (*name of requesting agency*) that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.
2. Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.
3. Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI and/or the Central Repository for Nevada Records of Criminal History may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.
4. Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI and/or Central Repository for Nevada Records of Criminal History, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.
5. If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record. The procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at, 28 CFR 16.34 provides for the proper procedure to do so.

Applicant:

\_\_\_\_\_  
*Initial*

\_\_\_\_\_  
*Date*

6. If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
7. If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
8. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.
9. I hereby authorize \_\_\_\_\_ (*name of requesting agency*), to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.
10. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name:

PLEASE PRINT

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agency Account #: \_\_\_\_\_

Agency Representative: \_\_\_\_\_

PLEASE PRINT

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle

Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## OCCUPATIONAL LICENSE (SALESPERSON) DISCLAIMER

I, (print name) \_\_\_\_\_, as an applicant for a State of Nevada, Department of Motor Vehicles occupational (salesperson) license, acknowledge the following Nevada Revised Statutes:

- 482.362.1 Payment of a non-refundable license fee of \$75. The license expires on December 31 of each calendar year and may be renewed annually upon the payment of a fee of \$40. A non-refundable fee of \$39.00, for fingerprint processing.
- 482.362.4 An application for a salesperson's license may be denied and a salesperson's license may be suspended or revoked upon the following grounds:
1. Failure of an applicant to establish by proof satisfactory to the department that he is employed by a licensed and bonded vehicle dealer, trailer dealer or semitrailer dealer, lessor or rebuilder.
  2. Conviction of a class A or B felony.
  3. Conviction of a class C, D, or E felony within the immediately preceding 10 years
  4. Conviction of a gross misdemeanor within the immediately preceding 10 years.
  5. Conviction of a misdemeanor within the immediately preceding 20 years for violation of any of the provisions of this chapter.
  6. Falsification of the application.
  7. Evidence of unfitness as described in NRS 482.3255
  8. Failure of the applicant to provide any information deemed necessary by the Department to process the application.
  9. Any reason determined by the director to be in the best interest of the public.

I am a resident of the State of \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

- 483.245.1 When a person becomes a resident of Nevada as defined in Chapters 482 and 483 of the NRS he must, within 30 days, obtain a Nevada driver's license as a prerequisite to driving any motor vehicle in the State of Nevada.

**Signatures must be original. Photocopies are not acceptable.**

\_\_\_\_\_  
Signature of Applicant Date \_\_\_\_\_

State of Nevada, County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public **or** Authorized Nevada DMV Representative

\_\_\_\_\_  
(Notary Seal)