

## 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: \$40.25  
Annual Renewal Fee: \$40.00  
Transfer Fee: \$20.00  
Technology Fee: \$1.00

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).



## 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: \_\_\_\_\_

Last
First
Middle

Additional names you have been known by (*maiden name, stage name, nickname*):

\_\_\_\_\_

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 \_\_\_\_\_  
City
State

Social Security No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_     Female     Male

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	
<input type="checkbox"/> Application completed and signed <input type="checkbox"/> Fingerprints <input type="checkbox"/> Background Investigation <input type="checkbox"/> 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 Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by **Nevada Department of Motor Vehicles Compliance Enforcement Division** (*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 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, 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.

Applicant:

\_\_\_\_\_

*Initial*

\_\_\_\_\_

*Date*

5. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge the accuracy or completeness of you FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:

**16.34 - Procedure to obtain change, correction or updating of identification records.** If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

6. Based on 28 CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
7. 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.
8. I hereby authorize **Nevada Department of Motor Vehicles Compliance Enforcement Division** (*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.  
In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.

Applicant:

\_\_\_\_\_

*Initial*

\_\_\_\_\_

*Date*

9. 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

ADDRESS:  
*PLEASE PRINT* \_\_\_\_\_  
\_\_\_\_\_

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

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

Submitting Agency: **Nevada Department of Motor Vehicles**

Address: **555 Wright Way Carson City, Nevada 89711**

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 plus a \$1 technology fee. The license expires on December 31 of each calendar year and may be renewed annually upon the payment of a fee of \$40 plus a \$1 technology fee. A non-refundable fee of \$40.25, 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)