

Application for Salesperson's License

Instructions

Follow the steps below to obtain your license in an efficient and timely manner. If you need assistance, please email us at mva.blcsd@mva.maryland.gov.

Who needs to apply for a Salesperson's License?

Any applicant who is hired/employed by a Maryland licensed dealer to buy or sell vehicles on the behalf of their employer. The dealer that employs the salesman will use this form and follow the steps below or complete the process online using the MVA Business Portal: <https://mymva.maryland.gov/TAP/BUS/>.

Applying for a Salesperson's License

Step 1. Application for Salesperson's License (CS-043)

Complete the application for salesperson's license in its entirety and answer all background questions completely. The following documents need to accompany the salesperson application:

- Receipt from Criminal Justice Information System - Central Repository attesting that you have completed the fingerprinting process.
- Include a photocopy of current driver's license or identification card.
 - ♦ **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 perspective salesperson will not be driving any vehicles for sale or demonstration is required to be submitted with this form.
- Submit payment of \$225.00 for 3-year license.

Note: Dealers are required to have Workers' Compensation Insurance for any Maryland Salespersons. For more information visit the Workers' Compensation Office website at www.wcc.state.md.us.

Step 2. Criminal Background Check

You must complete a Criminal Justice Information System (CJIS) - Central Repository background check. Contact (410) 764-4501 or (888) 795-0011 (toll free) to schedule an appointment or visit an authorized location that provides background services. Use the information below to complete the fingerprinting Livescan Pre-Registration Application ([https://dpsscs.maryland.gov/publicservs/pdfs/ITCD-16%20-%20Livescan%20Pre-Registration%20App-%20June%202019%20-%20PDF%20Fillable%20\(1\).pdf](https://dpsscs.maryland.gov/publicservs/pdfs/ITCD-16%20-%20Livescan%20Pre-Registration%20App-%20June%202019%20-%20PDF%20Fillable%20(1).pdf))

- **Agency Authorization Number:** 1700002010
- **ORI Number:** MD003105Y

You may visit the Department of Public Safety & Correctional Services website at <https://dpsscs.maryland.gov/publicservs/bgchecks.shtml> to obtain additional information regarding a Maryland background check.

Note: Your background check will be sent directly to the MVA Business Licensing Division.

Step 3. Out of State Background Check

If applicable, in addition to your Maryland background check, applicants must provide a full and complete criminal background check from the state in which you reside. The request should be made through the state law enforcement agency and submitted with your application.

Step 4. Salesperson License/Authorization

Upon approval, your salesperson's license will be mailed or an authorization for license will be sent to the employing dealer. A license authorization form must be taken to a full service MVA within 21 days, if a valid photo is not on file.

Step 5. Mail or deliver completed form and documentation to:

Maryland Motor Vehicle Administration
Attn: Business Licensing Division, Room 146
6601 Ritchie Highway
Glen Burnie, MD 21062

- Incomplete applications will not be processed and will be returned to the dealership.
- A license authorization is valid for 21 days. If you do not obtain a valid salesperson license within this time frame, a new application must be completed and submitted to begin the process anew.

Maryland Vehicle Law References

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

In addition to the other ground 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 it finds that: (1) The person has been convicted by final judgement 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. (An. Code 1957, art. 661/2 §5-303; 1977, ch. 14 §2.)

- For more information on state and local licensing requirements, visit <https://dsd.maryland.gov> for Code of Maryland Regulations (COMAR) and Maryland Vehicle Law available at <https://lawlib.state.md.us>.

Type of License: ☐ New ☐ Transfer ☐ Corrected ☐ Duplicate			
Applicant's Full Name		Date of Birth	Social Security Number
Street Address		City	State Zip Code
Driver's License Number		Driver's License State	Phone Number
Dealership's License Number		Email	
Dealership's Full Name (including corporate name)		Dealership Street Address	
City	County		State Zip Code
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. Once approved, the employing dealer will receive a computer license authorization, which the salesperson will take to a MVA office. They will pay the appropriate fee, have their photo taken and be issued a photo vehicle sales license period that will be mailed to the dealership.			
Signature of Authorized Representative		Name (Print)	Title Date
Background Questions for Applicant			
Yes No			
☐ ☐	1. Have you ever applied for or been a licensed salesperson or dealer in this or any other state?		
	If yes , please indicate the type of license: _____		License Number: _____
	Business Name: _____		State: _____ Expiration: _____
☐ ☐	2. Do you currently hold a dealer, salesperson or title service agent license issued from Maryland or any other State?		
	If yes , please indicate the 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 held?		
	If yes , give a detailed statement on a separate sheet.		
	If yes , please indicate the type of license: _____		License Number: _____
	Business Name: _____		State: _____ Expiration: _____
☐ ☐	4. Have you ever been convicted of a crime other than a traffic violation? If yes, please submit the following documentation along with your application: (1) Statement of Probable and/or (2) Police Report from the court giving detailed statement of charges including date and circumstances surrounding the incidents.		
	If you are currently on parole or probation or have been in the past, submit a statement from your parole or probation officer. This statement must include terms and your current compliance within the terms of your probation.		
☐ ☐	Have you been convicted of any new charges during your current licensing period?		
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 salespersons 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.			
Applicant's Signature			Date
MVA Use Only			
☐ Accepted ☐ Rejected		Representative Name	Date