



State of Louisiana
LOUISIANA MOTOR VEHICLE COMMISSION

M. J. "Mike" Foster, Jr.
Governor

Lessie A. House
Executive Director

April 30, 2004

BULLETIN #B-2004-01

TO: New Motor Vehicle Dealers

RE: Special Sales Events and Licensing of Salesmen

As you are aware, the Commission issued Bulletin #B-2001-03 and Bulletin #B-2002-01 regarding the above referenced matter. In that regard, this bulletin is being sent as a reminder.

In order for the Commission to perform its duties pursuant to LSA-R.S. 32:1254A, the commission must receive the salesman application and fee **at least thirty (30) days in advance** of the sales event.

In order to assist in the expediting of the application, the Commission is requesting that all applications be accompanied by a **certified copy** of the applicants criminal history record. If the applicant does not have a criminal record, there shall be supporting documents to that fact; however, if there has been a criminal conviction, a copy of the final court judgment must also be attached to the application.

New Motor Vehicle Dealer licensees are cautioned that an unlicensed salesman can subject the Dealer to penalties pursuant to LSA-R.S. 32:1256. All applications that do not comply with Bulletin #B-2001-03, Bulletin #B-2002-01, and Bulletin #B-2004-01 will be denied pursuant to LSA-R.S. 32:1255(3). An application that is incomplete and/or irregular will be returned voided.

Additionally, you are reminded Section 16 of the Rules and Regulations of the Commission states: "All licensees having salesmen in their employ **must, upon termination of such employment, report** same to the Louisiana Motor vehicle Commission and see to it that said **salesman's pocket card and license certificate are immediately returned** to the Louisiana Motor Vehicle Commission." Please indicate the termination date on the certificate.

For any additional information or assistance, please contact the Louisiana Motor Vehicle Commission at (504) 838-5207.