



**State of Louisiana**  
LOUISIANA MOTOR VEHICLE COMMISSION

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

Lessie A. House  
Executive Director

January 21, 2005

**BULLETIN #B-2005-02**

**TO: New Motor Vehicle Dealers**

**RE: Special Sales Events and Licensing of Salesmen**

The number of "Special Sales Events" has been on the rise and as an assistance to you, our licensee, we provide the following guidelines regarding special sales events and licensing of salesmen for these events:

- The Commission must receive the salesman application and fee **at least thirty (30) days in advance** of the sales event in order for the Commission to perform its duties pursuant to LSA-R.S. 32:1254A.
- Also submit \$35.00 per application for a criminal records
- 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.