



State of Louisiana
LOUISIANA MOTOR VEHICLE COMMISSION

John Bel Edwards
Governor

Lessie A. House
Executive Director

August 5, 2016

BULLETIN #B-2016-002

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 fees **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. 32:1254.
- **All submissions must include:**
 - ① A cover letter outlining the dates of the special sale and the name of the marketer promoting the special sales event.
 - ② Completed applications for all salesmen participating in the event (must be signed by the salesman applicant).
 - ③ A color copy of the salesman applicant's driver's license.
 - ④ Full details of any denial or revocation of a license in this state or any other state.
 - ⑤ Full details of any arrest, charges or criminal convictions. If there has been a criminal conviction, a copy of the final court judgment must be attached to the application. (Refer to the attached NOTICE.)
 - ⑥ In addition to the salesman license fee, you must submit \$35.00 per application for the Commission to conduct the criminal background check.

New Motor Vehicle Dealer licensees are cautioned that an unlicensed salesman can subject the Dealer to penalties pursuant to LSA-R.S. 32:1260. All applications that do not comply with the provisions of the law and this bulletin will be denied pursuant to LSA-R.S. 32:1258A(3). An application that is incomplete and/or irregular will be returned voided.

Title 46, Part V, Subpart 1, Chapter 5, §509 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.



State of Louisiana
LOUISIANA MOTOR VEHICLE COMMISSION

John Bel Edwards
Governor

Lessie A. House
Executive Director

NOTICE

There seems to be some confusion regarding the question on the application for license as a new or used car salesman, lessor agent or lessor used salesman, or recreational product salesman: ***“Have you ever been arrested or convicted of any crime other than a traffic violation? If yes, give full details on back of this form.”***

If the reply is “YES”, full details include the following:

- ▶ Date of arrest, City and State where arrested, list all charges and disposition of the arrest, and a summary of the incident leading to the arrest.
- ▶ If convicted, a copy of the FINAL COURT JUDGMENT papers must be submitted with the application for license.

Any applications received without this information or documentation will be returned as incomplete and will not be processed.

It is the responsibility of the authorized representative of the dealership to review all applications for errors or missing information before submitting for a license.

BE REMINDED, it is illegal for licensees to employ unlicensed salesmen and agents.