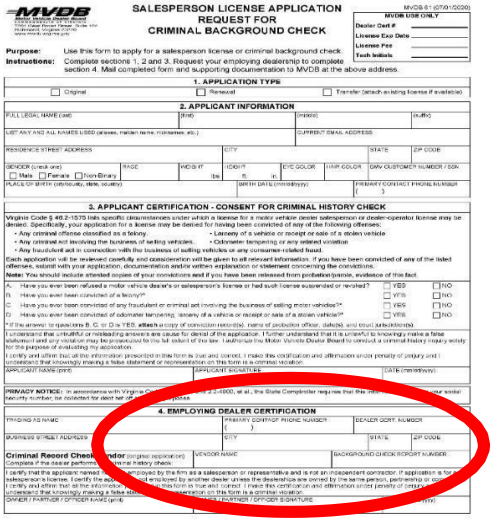
ATTENTION
ALL DEALERS



SALESPERSON LICENSE APPLICATION
REQUEST FOR
CRIMINAL BACKGROUND CHECK

MVDB 61 (07/01/2020)

MVDB USE ONLY
Dealer Cert #
License Exp Date
License Fee
Tech Initials

Purpose: Use this form to apply for a salesperson license or criminal background check.
Instructions: Complete sections 1, 2 and 3. Request your employing dealership to complete section 4. Mail completed form and supporting documentation to MVDB at the above address.

1. APPLICATION TYPE
☐ Original ☐ Renewal ☐ Transfer (attach existing license if available)

2. APPLICANT INFORMATION
FULL LEGAL NAME (cert) | (first) | (middle) | (suffix)
LIST ANY AND ALL NAMES USED (aliases, maiden name, nicknames, etc.) | CURRENT EMAIL ADDRESS
RESIDENCE STREET ADDRESS | CITY | STATE | ZIP CODE
GENDER (check one) ☐ Male ☐ Female ☐ Non-Binary | AGE | WEIGHT lbs | HEIGHT ft in | EYE COLOR | HAIR COLOR | DRIV CUSTOMER NUMBER / SSN
PLACE OF BIRTH (city/county, state, country) | BIRTH DATE (mm/dd/yyyy) | PRIMARY CONTACT PHONE NUMBER ( )

3. APPLICANT CERTIFICATION - CONSENT FOR CRIMINAL HISTORY CHECK
Virginia Code § 46.2-1575 lists specific circumstances under which a license for a motor vehicle dealer salesperson or dealer-operator license may be denied. Specifically, your application for a license may be denied for having been convicted of any of the following offenses:
- Any criminal offense classified as a felony
- Larceny of a vehicle or receipt or sale of a stolen vehicle
- Any criminal act involving the business of selling vehicles
- Odometer tampering or any related violation
- Any fraudulent act in connection with the business of selling vehicles or any consumer-related fraud.

Each application will be reviewed carefully and consideration will be given to all relevant information. If you have been convicted of any of the listed offenses, submit with your application, documentation and/or written explanation or statement concerning the convictions.
Note: You should include attested copies of your convictions **and** if you have been released from probation/parole, evidence of this fact.

A. Have you ever been refused a motor vehicle dealer's or salesperson's license or had such license suspended or revoked? ☐ YES ☐ NO
B. Have you ever been convicted of a felony?* ☐ YES ☐ NO
C. Have you ever been convicted of any fraudulent or criminal act involving the business of selling motor vehicles?* ☐ YES ☐ NO
D. Have you ever been convicted of odometer tampering, larceny of a vehicle or receipt or sale of a stolen vehicle?* ☐ YES ☐ NO

* If the answer to questions B, C or D is "YES", **attach** a copy of conviction record(s), name of probation officer, date(s), and court jurisdiction(s).

I understand that untruthful or misleading answers are cause for denial of the application. I further understand that it is unlawful to knowingly make a false statement and any violation may be prosecuted to the full extent of the law. I authorize the Motor Vehicle Dealer Board to conduct a criminal history inquiry solely for the purpose of evaluating my application.
I certify and affirm that all the information presented in this form is true and correct. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.
APPLICANT NAME (print) | APPLICANT SIGNATURE | DATE (mm/dd/yyyy)

PRIVACY NOTICE: In accordance with Virginia C[illegible] § 2.2-4800, et al., the State Comptroller requires that this [illegible] your social security number be collected for debt set-[illegible] purposes.

4. EMPLOYING DEALER CERTIFICATION
TRADING AS NAME | PRIMARY CONTACT PHONE NUMBER ( ) | DEALER CERT. NUMBER
BUSINESS STREET ADDRESS | CITY | STATE | ZIP CODE
Criminal Record Check Vendor (original applicant(s)) | VENDOR NAME | BACKGROUND CHECK REPORT NUMBER
Complete if the dealer performs [illegible] criminal history check.
I certify that the applicant named [illegible] employed by the firm as a salesperson or representative and is not an independent contractor. If application is for a salesperson's license, I certify the applicant [illegible] employed by another dealer unless the dealerships are owned by the same person, partnership or corporation.
I certify and affirm that all the information presented in this form is true and correct. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.
OWNER / PARTNER / OFFICER NAME (print) | OWNER / PARTNER / OFFICER SIGNATURE | DATE (mm/dd/yyyy)

Dealers are responsible for completing the required background checks for **initial** salesperson licenses. Prior to submitting the MVDB 61 to license a new salesperson, a criminal background check is required. Please contact one of the providers listed below to complete your background checks. **Be sure to select the <u>complete</u> MVDB background check package.** Upon completing the background check the vendor will assign a unique background identifier code specific to the applicant. This identifier code is what you will insert into the MVDB 61 prior to sending the application to the MVDB.

<u>Only the providers listed below are authorized by the MVDB.</u>

Screening One
Paul Craddock
919-533-5005
Paul.Craddock@screeningone.com

Partnership Screening International Inc.
Jim Hulburt
j.hulburt@psiva.com
804-221-2341
Bill Auchmoody
b.auchmoody@psiva.com
804-908-4771

Reliantcy
1-800-649-1243
support@reliantcy.com

The Cole Group
Paige Johnson
1-800-337-0165
mvdb@thecolegroup.com

NOTE: Some of the background providers may require exclusive use agreements or minimum service agreements to utilize their services.

Rev. 03/26/2025