

INFORMATION & INSTRUCTIONS FOR FILING - MOTOR VEHICLE SALESPERSON

Access this form via website at: www.hawaii.gov/dcca/areas/pvl

APPLICATION

Type or print legibly in dark ink. Answer ALL questions and sign the application.

If there are any "Yes" answers to questions 5 thru 7 of the application form, refer to the section on "Yes" answers on page 2.

Have your prospective employer complete the *Employer Certification* section.

Applicants are subject to requirements in effect at the time of filing.

- **Failure to provide all the requested information will delay the processing of your application.**

SOCIAL SECURITY NUMBER

Your social security number is used to verify your identity for licensing purposes and for compliance with the below laws. For a license to be issued you must **provide your social security number or your application will be deemed deficient and will not be processed further.**

The following laws require that you furnish your social security number to our agency.

FEDERAL LAWS:

42 U.S.C.A. §666 (a)(13) requires the social security number of any applicant for a professional license or occupational license be recorded on the application for license; and If you are a license health care practitioner, **45 C.F.R., Part 61, Subpart B, §61.7** requires the social security number as part of the mandatory reporting we must do to the Healthcare Integrity and Protection Data Bank (HIPDB), of any final adverse licensing action against a licensed health care practitioner.

Hawaii Revised Statutes ("HRS"):

§576D-13(j), HRS requires the social security number of any applicant for a professional license or occupational license be recorded on the application for license; and

§436B-10(4) HRS which states that an applicant for license shall provide the applicant's social security number if the licensing authority is authorized by federal law to require the disclosure(and by the federal cites shown above, we are authorized to require the social security number).

FEES

Attach the appropriate fee. Make check payable to *COMMERCE & CONSUMER AFFAIRS*:

If applying between July 1, even-numbered years and June 30,
odd-numbered years, pay\$160
(Appln Fee-\$20 + License Fee-\$15 + CRF-\$110 + 1/2 Renewal-\$15)*

If applying between July 1, odd-numbered years and June 30,
even-numbered years, pay\$ 90**
(Appln Fee-\$20 + License Fee-\$15 + CRF-\$55)*

TEMPORARY LICENSE **Include an additional \$ 20**
(Issued to walk-in applicants upon applicant's request)

***Once you are licensed as a salesperson, ALL FEES PAID are non-refundable.**

**All licenses, regardless of issuance date, are subject to renewal by June 30, even-numbered years.

Note: *One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the payment you sent us for your required fees is honored by your bank. If your payment is dishonored, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$25.00 service charge shall be assessed for payments that are dishonored for any reason.*

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

BOARD'S ADDRESS

Mail all required items to:
Motor Vehicle Industry Licensing Board
DCCA, PVL Licensing Branch
P. O. Box 3469
Honolulu, Hawaii 96801

Deliver to office location at:
335 Merchant St., Room 301
Honolulu, HI 96813
Phone: (808) 586-3000

TEMPORARY LICENSE

A Temporary License may be issued **(to walk-in applicants upon applicant's request)** if a completed application is submitted with an **additional fee of \$20.00** and verification that applicant will work for dealer immediately.

LAWS & RULES

A copy of Chapter 437, Hawaii Revised Statutes and Chapter 86, Hawaii Administrative Rules, may be obtained by submitting a written request to: Motor Vehicle Industry Licensing Board, Commerce & Consumer Affairs, P.O. Box 3469, Honolulu, Hawaii 96801. *Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Act should be read in conjunction with the above statutes.*

The laws and rules are also posted on our website at: www.hawaii.gov/dcca/areas/pvl. Click on "Motor Vehicle Industry".

Instructions for "Yes" Answers to Questions (5) thru (7) of the Application for License (MOVE-01).

A. The following documentation must be submitted with the license application. Applications for license will not be considered without this material.

- 1) Questions (5) and (6) refer to complaints, charges of unlicensed activity, or pending disciplinary actions for any profession, occupation, or license, both motor vehicle and those other than motor vehicle. If your answer is "yes" to one or more of these questions, read paragraph "B" below, AND you must submit the following:
 - i. A statement signed by you explaining the circumstances; and
 - ii. Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents;
- 2) If your application indicates a criminal conviction, read paragraph "B" below, and you must submit the following:
 - i. A statement signed by you explaining the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended;
 - ii. A copy of the court order, verdict, and terms of sentence; and
 - iii. If applicable, a copy of the terms of probation and/or parole and a notarized statement from your probation or parole officer as to your compliance with the court orders;
 - iv. A current criminal history record check in your name, which you may obtain from the Hawaii Criminal Justice Data Center. Contact the Department of the Attorney General, Hawaii Criminal Justice Data Center, Kekuanao'a Building, 465 S. King Street, Rm. 101, Honolulu, HI 96813. Ph: (808) 587-3100 or visit their website at: www.hawaii.gov/hcjdc to request a "Criminal History Record Check" form.

B. If you answered "yes" to any of the question (5) thru (7), your application will be reviewed at a Motor Vehicle Industry Licensing Board meeting if you have provided all applicable information and documents as described above. The Board will not review incomplete applications. If you wish to present oral testimony at the meeting, submit a written request with your application.

ABANDONMENT OF APPLICATION

Pursuant to HRS §436B-9 your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or (2) failure to complete any additional requirements for licensure that remain after approval of your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application was approved, or (3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process. If an application is deemed abandoned the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

BIENNIAL RENEWAL

All licenses expire on June 30 of each even-numbered year and must be renewed by June 30, regardless of when the license was issued. License fees and renewal fees are not prorated.

APPLICATION FOR LICENSE – MOTOR VEHICLE SALESPERSON					Approved	Initials/Date		
TO BE COMPLETED BY APPLICANT	Legal Name (First, Middle)	(LAST)	FOR OFFICE USE ONLY				Lic. No.	Lic. Eff. Date
	Residence Address (Include Apt. No., City, State & Zip Code)						CS -	MVD -
	Mailing Address (ONLY if different from residence)							
	Social Security No.	Phone No. (Days)					Temp. Lic. No.	Temp. Eff. Date
	EMPLOYMENT RECORD. (Give full account of your time for the last 5 years. Include periods of unemployment, time in school & military service. Start with current or recent. If more space is needed, use a separate sheet, 8-1/2" x 11".)							
Dates (Mo/Yr)		Employer's Name & Address	Nature of Employer's Business & your position title	Reason for Leaving				
From	To							
<p>Circle answers. <i>If response to question Nos. 5, 6, or 7, is "yes" refer to instructions for additional documents that must be submitted with this application.</i></p> <p>1. Are you at least 18 least of age?YES NO</p> <p>2. Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the U.S.?YES NO</p> <p>3. Do you now hold or have you ever held a motor vehicle salesperson license in another jurisdiction?YES NO</p> <p>4. Have you ever held a license in Hawaii: License No. _____ Exp Date _____YES NO</p> <p>5. Has any license ever been suspended, revoked or otherwise subject to disciplinary action?YES NO</p> <p>6. Are there any disciplinary actions pending against you?YES NO</p> <p>7. In the past 20 years have you ever been convicted of a crime in which the conviction has not been annulled or expunged?YES NO</p>								
<p>AFFIDAVIT OF APPLICANT:</p> <p>I hereby certify that the statements, answers, and representations made on this application and in the documents attached are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of license and is a misdemeanor (Section 710-1017, Section 436B-19, and 437-28 HRS). I further certify that I have read, understand, and agree to comply with the laws and rules of the Motor Vehicle Industry Licensing Board.</p> <p>I further hereby that I shall engage in the business or negotiate for the sales of motor vehicles only for the licensed motor vehicle dealer only who is designated on this application.</p> <p>_____ Date _____ Signature of Applicant</p>								
<p>EMPLOYER CERTIFICATION:</p> <p>I hereby certify that I am authorized to sign this certification on behalf of the motor vehicle dealer who will be employing the above named applicant. I also certify that the above named applicant will be employed as motor vehicle salesperson, at _____ Address of Dealership</p> <p>_____, License no. of MVD-_____, upon Approval by the Board.</p> <p>Name of motor vehicle dealer (PRINT)</p> <p>_____, _____, _____</p> <p>Signature of MVD representative Date Mailing address of MVD on file with DCCA</p> <p>_____, _____, _____</p> <p>Print Name Position Title City State Zip Code Phone No. of MVD</p>								

App	366	\$20	½ Ren	330	\$15
Lic.....	368	\$15	Temp	385	\$20
CRF.....	367	\$55 or \$110	Service Charge.....	BCF.....	\$25

LICENSING BRANCH
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS

TEMPORARY LICENSE - MOTOR VEHICLE SALESPERSON
(Issued to walk in applicants upon applicant's request)

This is to certify that the person named has been duly granted a **TEMPORARY** MOTOR VEHICLE SALESPERSON'S LICENSE for employment only with the motor vehicle dealer named below.

VALID ONLY WHEN SIGNED BY THE EXECUTIVE OFFICER OR REPRESENTATIVE OF THE MOTOR VEHICLE INDUSTRY LICENSING BOARD.

Fill in Name & Employer's Mailing Address in Block Below:

Temporary License No. _____

Effective Date _____

Name of Motor Vehicle Dealer

Executive Officer
Motor Vehicle Industry Licensing Board