



# INDUSTRY CUSTOMER EMPLOYEE LISTING

**Instructions:**

1. Please complete this form on your computer, print and have it signed by the industry business owner or authorized designee, and bring the completed/signed form to the office where you normally conduct business.
  - This form can be found by using the search bar on the Department of Motor Vehicles (DMV) website at [www.dmv.ca.gov](http://www.dmv.ca.gov) and entering "occupational licensing forms".
  - It can be completed using free Adobe Reader software which can be downloaded and installed by going to <https://get.adobe.com/>.
2. This form must be submitted to the office where you normally conduct business when adding or deleting employees.
  - An employee may not submit registration transactions for processing until their name and identifying information are submitted to DMV by completing and submitting this form.
  - Deletions of employees must be reported to DMV within ten (10) days.
  - This form must be updated every six months even when there is no change in the employment status of employees.

**SECTION 1 — FIRM INFORMATION**

FIRM NAME	TELEPHONE NUMBER (     )	OL NUMBER
FIRM ADDRESS	CITY	STATE     ZIP CODE
BUSINESS E-MAIL ADDRESS (OPTIONAL)		

**List all persons employed by the industry customer who will submit registration work to DMV.**

TRUE FULL NAME <i>(Last Name, First Name, Middle Initial)</i>	DRIVER LICENSE OR ID CARD NUMBER	DATE OF BIRTH	STATE LICENSE ISSUED	AUTHORIZED TO SIGN FOR OWNER OR MANAGEMENT	
				YES	NO

**SECTION 2 — CERTIFICATION**

***I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I further certify that I accept full responsibility for the actions of those employees listed, as well as those employees given authority to sign for the owner or management.***

PRINTED NAME OF SOLE OWNER, ANY PARTNER, CORPORATE OFFICER, OR LLC MEMBER ONLY (LAST, FIRST, MI)	TITLE
SIGNATURE OF SOLE OWNER, ANY PARTNER, CORPORATE OFFICER, OR LLC MEMBER ONLY <b>X</b>	DATE SIGNED