



REPRESENTATIVE LICENSE HANDBOOK

APPLICATION REQUIREMENTS FOR A REPRESENTATIVE LICENSE

PURPOSE

The purpose of this pamphlet is to assist the prospective representative by describing the requirements to obtain a representative license from the Department of Motor Vehicles (DMV).

WHAT IS A REPRESENTATIVE?

A “**representative**” is any person regularly employed by a manufacturer or distributor for the purpose of negotiating or promoting the sale of the manufacturer’s or distributor’s vehicles to their franchisees or for regularly supervising or contacting franchisees or prospective franchisees in this state for any purpose. *CVC Sections 512, and 11900 et seq.*

BACKGROUND INVESTIGATION

A background investigation is conducted on all applicants. Failure to disclose convictions or providing incorrect information on the application may result in the refusal or denial of your license. The department may refuse to issue a license to any applicant who has been convicted of a crime or committed any act or engaged in any conduct involving moral turpitude which is substantially related to the qualifications or duties of the licensed activity. A conviction based on plea of nolo contendere is a conviction within the meaning of this section. Persons previously working under a license issued by DMV, which was revoked or suspended for cause may also be denied a license. *CVC Section 11902* In addition, the California Code of Regulations (CCR) and other sections of the California Vehicle Code provides guidelines used by the department in determining whether a license should be issued. *CCR, Title 13, Chapter 1.*

REQUIREMENTS FOR A REPRESENTATIVE

CVC Section 11900 et seq.

Every applicant for a representative’s license **must**:

- File an application on the appropriate form with the department. *CVC Section 11901 et seq.*
- Pay all required fees.

REPRESENTATIVE’S LICENSING FEES

The fees to become a representative are:

- \$50 Non-refundable application fee
- \$ 1 Family Support Program fee
- \$50 Reinstatement license fee

The Family Support Program fee is paid on original, renewal, and reinstatement applications.

REPRESENTATIVE’S LICENSE FORMS

An application for a representative license consists of the following forms:

- **OL 16R**, Application for a Representative License
- Live Scan Fingerprint Clearance Receipt

REPRESENTATIVE RENEWAL FEES

The fees to renew a representative license are:

- \$ 1 Family Support Program fee
- \$85 Renewal application fee

The Family Support Program fee is paid on original, renewal, and reinstatement applications.

REPRESENTATIVE LICENSE - FREQUENTLY ASKED QUESTIONS

Listed below are the most frequently asked questions. This list is not all inclusive nor is it intended to be. If you have any questions, please call Occupational Licensing (916) 229-3128.

Where can I obtain application forms?

All forms and application packages can be ordered by calling (916) 229-3128 or downloaded from the internet at <http://www.dmv.ca.gov/vehindustry/ol/representative.htm>. Further licensing information is contained in the application package.

How long will it take for the department to process my application?

The average time for processing an application may be up to 120 days to allow the department time for investigation and processing of the license.

Does the department issue temporary permits?

Pending the satisfaction of the department that the applicant has met the requirements for the license, the department may issue a temporary permit for a period not to exceed 120 days while it completes its investigation and determination of all facts relative to the qualifications of the applicant for the license. *CVC Section 11902(5)(c)*

Where do I file my application?

Submit completed application to: Department of Motor Vehicles, Licensing Operations Section, MS L224, P. O. Box 932342, Sacramento, CA 94232-3420.

Where do I call if I have questions?

If you have general licensing questions please call (916) 229-3128.

What is the license renewal period?

The representative's license is valid for one year. Renewals occur during June of each year. *CVC Sections 11904 and 11905.*

How do I renew my license?

About 45 days before the expiration of your license you should receive a courtesy notice for renewal. After you complete the courtesy notice, you will need to mail your renewal form and fees to:

Department of Motor Vehicles
Occupational Licensing Section
P.O. Box 932342, MS L224
Sacramento, CA 94232-3420

If you do not receive a courtesy notice please call (916) 229-3128 or download the OL 16R from our website at <http://www.dmv.ca.gov>.

What is live scan fingerprinting?

Live Scan is inkless electronic fingerprinting. The fingerprints are electronically transmitted to the Department of Justice (DOJ) for completion of a criminal record check.

Who is affected by it?

Anyone applying for the first time to be licensed as a vehicle salesperson, dealer, driving instructor or any other vehicle industry related occupation licensed by DMV will be live scan fingerprinted. It also applies to first time applicants for an ambulance driver certificate.

Why “Live Scan” fingerprinting?

As a result of legislation in late 1997, DOJ has developed an automated background check process that requires digitized fingerprints (“Live Scan”). Beginning January 1, 2000, DOJ has asked that fingerprints be submitted by Live Scan rather than hard copy fingerprint cards. Digitizing the fingerprints enables the electronic transfer of the fingerprint image data along with personal descriptor information to computers at the DOJ in a matter of seconds, instead of the days required to send hard copy fingerprint cards through the mail. DOJ’s goal is to process 95% of the digitized fingerprints within 3 days.

When does it start?

Live scan fingerprinting for DMV applicants will start January 1, 2000.

What is the cost to be live scan fingerprinted?

The live scan fingerprinting service fee varies from about \$5 to \$20. The cost to electronically fingerprint the applicant is determined by the local live scan agency. According to DOJ, they can charge a fee sufficient to recover their costs. The \$32 DOJ criminal record check fee is also collected at the live scan site.

What will the applicant need to do to be live scan fingerprinted?

The applicant can call the local police or sheriff’s department to find their local Live Scan sites that are open to the general public. The applicant can also call Occupational Licensing in Sacramento (916) 229-3128 and be mailed the department’s live scan request form. A sample of the department’s live scan form can be found on the Internet. If the licensee does not use the department’s live scan form, it is suggested that he/she take a sample of the form with them to ensure the live scan has all the information needed for transmitting the data to Occupational Licensing.

Note: the applicant must go to a Live Scan site to be Live Scan fingerprinted before applying for an occupational license at DMV. If you have held an Occupational License issued by DMV in the past 3 years, you may not require a new set of prints.

Where are the live scan sites?

There are more than 130 live scan sites throughout the state. A current list of DOJ’s Live Scan stations is available through DOJ’s internet web page. The internet address is:

<http://caag.state.ca.us/app/contact.pdf>

Or, you may call your local police or sheriff’s department for the nearest Live Scan station that is available to the general public.

What are the benefits of Live Scan?

Live Scan will avoid many of the problems associated with ink prints, such as smudging, smearing, and over or under inking. A major benefit of Live Scan is in processing speed since nearly all of those without criminal records are done within 3 days. Rolled ink prints (traditionally submitted on a fingerprint card) can take 10 to 12 days to process and up to 60 days if there is a criminal record.