

Background Check Policy

MVDB
 MOTOR VEHICLE DEALER BOARD
 2700 KENNESAW BLVD, SUITE 100
 ATLANTA, GEORGIA 30329
 www.mvdb.org

**SALESPERSON LICENSE APPLICATION
 REQUEST FOR
 CRIMINAL BACKGROUND CHECK**

MVDB 61 (07/01/2020)

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 (last) _____ (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 RACE _____ WEIGHT _____ HEIGHT _____ EYE COLOR _____ HAIR COLOR _____ DMV CUSTOMER NUMBER / SSN _____
 PLACE OF BIRTH (City/country, state, country) _____ BIRTH DATE (mm/yy/yyyy) _____ PRIMARY CONTACT PHONE NUMBER () _____

3. APPLICANT CERTIFICATION - CONSENT FOR CRIMINAL HISTORY CHECK

Virginia Code § 46.2-1675 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.
 - Any criminal act involving the business of selling vehicles.
 - Any fraudulent act in connection with the business of selling vehicles or any consumer-related fraud.
 - Larceny of a vehicle or receipt or sale of a stolen vehicle.
 - Odometer tampering or any related violation.

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/yy/yyyy) _____

4. EMPLOYING DEALER CERTIFICATION

TRADING AS NAME _____ DEALER LICENSE NUMBER _____ DEALER CERT NUMBER _____
 BUSINESS STREET ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____
 Criminal Record Check Vendor (org. application) _____ VENDOR NAME _____ BACKGROUND CHECK REPORT NUMBER _____
 Complete if the dealer performs the criminal history check.

I certify that the applicant named herein is 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 is not employed by another dealer unless the dealerships are owned by the same person, partnership or corporation and I 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 SIGNATURE _____ DATE (mm/yy/yyyy) _____

Effective August 1, 2020 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. Once the background check is completed, submit the completed MVDB 61 to include the vendor's name and background check ID number.

Please contact one of the providers listed below to complete your background checks. 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.

Only the providers listed below are authorized by the MVDB. More Vendors will be added, so watch your email for updates.

Screening One

Paul Craddock
 919-533-5005

Paul.Craddock@screeningone.com

Accurate Background (formerly Career Bulder)

866-255-1852

Connect@Accurate.com

Reliantcy

(800) 649-1243

support@reliantcy.com

EBI

Kristine Redko Enterprise Acct. Mgr.

800-324-7700 x 142

kredko@ebiinc.com

Employment Screening Services

Russ Blitz

205-879-0143

rblitz@es2.com

Partnership Screening International Inc.

Jim Hulburt

j.hulburt@psiva.com

804-221-2341

Bill Auchmoody

b.anchmoody@psiva.com

804-908-4771

The Cole Group

Paige Johnson EVP of Operations

MVDB@thecolegroup.com

1-800-337-0165

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