

Background Check Policy

MVDB
 Motor Vehicle Dealer Board
 1000 North Boulevard, Suite 100
 Richmond, Virginia 23220
 www.mvdb.virginia.gov

**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 (last) (first) (middle) (initial)
 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 HEIGHT INCHES IN. EYE COLOR HAIR COLOR DMV CUSTOMER NUMBER / BSN
 PLACE OF BIRTH (city/country, state, county) BIRTH DATE (mm/dd/yyyy) PRIMARY CONTACT PHONE NUMBER ()

3. APPLICANT CERTIFICATION - CONSENT FOR CRIMINAL HISTORY CHECK
 Virginia Code § 46.2-1576 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 Code §§ 2.2-803 and 2.2-4800, et al., the State Comptroller requires that this information, including your social security number, be collected for debt set off collection purposes.

4. EMPLOYING DEALER CERTIFICATION
 TRADING AS NAME () DEALER CERT. NUMBER
 BUSINESS STREET ADDRESS CITY STATE ZIP CODE
Criminal Record Check Vendor (print) (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 company. 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)

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

Employment Screening Services
 Russ Blitz
 205-879-0143
rblitz@es2.com

Accurate Background
 (formerly Career Bulder)
 866-255-1852
Connect@Accurate.com

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

Reliantcy
 (800) 649-1243
support@reliantcy.com

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.