

# DEALER OPERATOR/SALESPERSON QUALIFICATION TEST APPLICATION

**Purpose:** Use this form to apply for the Motor Vehicle Dealer Qualification Test for Dealer Operator or Salesperson.

**Instructions:** Submit completed form and \$50 test fee (non-refundable) at any DMV Customer Service Center to take the motor vehicle dealer qualification test. NOTE: Passing the qualification test is NOT a license to sell motor vehicles. See the Additional Qualification Test Information section below for next steps.

APPLICANT INFORMATION			
FULL LEGAL NAME (last)	(first)	(middle)	(suffix)
HOME STREET ADDRESS	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER OR VA DRIVER'S LICENSE CUSTOMER NUMBER		DATE OF BIRTH (mm/dd/yyyy)	

QUALIFICATION TEST INFORMATION	
Check the appropriate box for the motor vehicle dealer test you are applying for.	
QUALIFICATION TEST TYPE	DESCRIPTION
<input type="checkbox"/> SALESPERSON	20 questions- First time applicant <b>OR</b> salesperson license expiration date is over 12 months
<input type="checkbox"/> DEALER-OPERATOR INDEPENDENT	80 QUESTIONS - <b>PREREQUISITES</b> - Applicant must have successfully passed the 2-day Independent Dealer-Operator course at a Virginia Community College before taking this test and salesperson license is valid and current <b>OR</b> salesperson license expiration date is within the last 12 months
<input type="checkbox"/> COMBINED DEALER-OPERATOR AND SALESPERSON INDEPENDENT	100 QUESTIONS - <b>PREREQUISITES</b> - Applicant must have successfully passed the 2-day Independent Dealer-Operator course at a Virginia Community College before taking this test and have never held a salesperson license and Dealer-Operator qualification <b>OR</b> Independent Dealer-Operator qualification is not valid and salesperson license expiration date is over 12 months
<input type="checkbox"/> DEALER-OPERATOR FRANCHISE	80 QUESTIONS - <b>PREREQUISITES</b> - Applicant must have a valid and current salesperson license <b>OR</b> salesperson license expiration date is within the last 12 months
<input type="checkbox"/> COMBINED DEALER-OPERATOR AND SALESPERSON FRANCHISE	100 QUESTIONS - <b>PREREQUISITES</b> - Applicant has never held a Dealer-Operator qualification and salesperson license <b>OR</b> Franchise Dealer-Operator qualification is not valid and salesperson license expiration date is over 12 months

APPLICANT CERTIFICATION		
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)

ADDITIONAL QUALIFICATION TEST INFORMATION
Study guides (MVDB 34, Motor Vehicle Dealer Operator Study Guide and MVDB 35 Salesperson Study Guide), forms and additional information are online at <a href="http://www.mvdb.virginia.gov">www.mvdb.virginia.gov</a> .
If you pass the test, DMV will issue you a receipt which states THIS IS NOT A LICENSE TO SELL MOTOR VEHICLES. To obtain your Salesperson License, you and the hiring employer (dealership) must complete and submit to the Motor Vehicle Dealer Board: <ul style="list-style-type: none"> <li>• DSD 7, Application for Certificate of Qualification/Salesperson's License</li> <li>• MVDB 21, Criminal History Check</li> <li>• Copy of the test receipt from DMV</li> <li>• Fees payable to MVDB for Salesperson License (\$30) and Criminal History Check (\$10) - unless Dealer has been approved to conduct their own criminal checks for salesperson licenses</li> </ul>
You may retain this form for your records.

AGENCY USE ONLY
CSR STAMP (if retest is needed, this application can be reused)