

# 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>• MVDB 61, Salesperson License Application</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) |