



Occupational and Business Licensing
555 Wright Way
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OCCUPATIONAL LICENSE (SALESMAN) INFORMATION

"Salesman" defined. "Salesman" means:

1. A person employed by a vehicle dealer, under any form of contract or arrangement to sell, exchange, buy, or offer for sale, or exchange an interest in a vehicle to any person, who receives or expects to receive a commission, fee or any other consideration from the seller or purchaser of the vehicle; or
2. A person who exercises managerial control within the business of a dealer or a long-term or short-term lessor, or who supervises salesmen employed by a dealer or a long-term or short-term lessor, whether compensated by salary or by commission, or who negotiates with or induces a customer to enter into a security agreement on behalf of a dealer or a long-term or short-term lessor. NRS 482.107

LICENSING REQUIREMENTS

1. Certificate of Employment (DS236) completed and signed by a principal or authorized person of a licensed Nevada Dealer.
2. Personal History Questionnaire (DS242) completed by applicant.
3. Authorization for Release of Information (DS254). Release must be notarized or signature witnessed by an authorized DMV representative.
4. Two full sets of fingerprints on cards supplied by the Department. Applicants must be fingerprinted by an authorized DMV representative or law enforcement agency. Some agencies may charge for fingerprinting. Check with your local agency.
5. DPS Civil Applicant Waiver (OBL256) completed and signed by each applicant.
6. Child Support Information (DS268) completed and signed.
7. Licensee Acknowledgement (DS308).
8. Occupational License (Salesman) Disclaimer (DS264). Disclaimer must be notarized or signature witnessed by an authorized DMV representative.
9. Non-refundable license application fee.

Original License fee \$75.00
Annual Renewal fee \$40.00
Transfer fee \$20.00

Occupational salesman licenses expire on December 31 of each year. The cost for licenses issued throughout the year is the same, there is no prorating of fees. If your license has been expired for 6 months or more, you must submit an updated application, fingerprint cards and pay original license fee.