



**State of Louisiana**  
LOUISIANA MOTOR VEHICLE COMMISSION

**Bobby Jindal**  
Governor

**Lessie A. House**  
Executive Director

July 31, 2008

**BULLETIN #B-2008-07**

**TO: New Motor Vehicle Dealers**

**RE: Special Sales Events and Licensing of Salesmen**

The number of "Special Sales Events" has been on the rise and as an assistance to you, our licensee, we provide the following guidelines regarding special sales events and licensing of salesmen for these events:

- The Commission must receive the salesman application and fees **at least thirty (30) days in advance** of the sales event in order for the Commission to perform its duties pursuant to LSA-R.S. 32:1254.
  - **All applications** must be accompanied by a **certified copy** of the applicants criminal history record. If the applicant does not have a criminal record, there shall be supporting documents to that fact; however, if there has been a criminal conviction, a copy of the final court judgment must also be attached to the application.
- or;
- In addition to the salesman license fee, you must submit \$35.00 per application for the Commission to conduct the criminal background check.

New Motor Vehicle Dealer licensees are cautioned that an unlicensed salesman can subject the Dealer to penalties pursuant to LSA-R.S. 32:1260. All applications that do not comply with the provisions of the law and this bulletin will be denied pursuant to LSA-R.S. 32:1258A(3). An application that is incomplete and/or irregular will be returned voided.

Title 46, Part V, Subpart 1, Chapter 5, §509 of the Rules and Regulations of the Commission states: "All licensees having salesmen in their employ **must, upon termination of such employment, report same** to the Louisiana Motor Vehicle Commission and see to it that said salesman's **pocket card and license certificate are immediately returned to the Louisiana Motor Vehicle Commission.**" Please indicate the termination date on the certificate.

For any additional information or assistance, please contact the Louisiana Motor Vehicle Commission at (504) 838-5207.