

Instructions

1. To avoid delays in processing, please complete the entire application.
2. Copy the ID Number from your driver license or photo identification card, exactly as it appears on the card. Include the state which issued the license or ID card. If you do not have a driver license or photo identification, indicate "NONE".
3. Answer all the yes/no questions; explain all "yes" answers.
4. Sign the application.
5. Have your employer complete the dealer information, including dealer license number and expiration date at the top of the form. Have the dealer/manufacture statement signed.
6. See fee schedule below to determine fee. NOTE: An expired license CANNOT be transferred.
7. Submit the completed application and appropriate fee to:
 Wisconsin Department of Transportation
 Dealer and Agent Section, Room 201
 PO Box 7909
 Madison, WI 53707-7909
8. Salesperson exams are given at all DMV Service Centers (where you would go to renew your driver license). See the fee schedule below to determine whether an exam is required. Bring this form and fees with you to take the exam.
9. If you have questions, please call the Customer Service Unit at (608) 266-1425.

Special Note for Multiple Dealerships

Salespeople can be licensed at more than one dealership if all are under the same majority ownership. Only one license is required and should be issued at the location where the salesperson works most often. The license is valid at all other dealership locations.

To access the Sales Manual, click on <http://www.dot.wisconsin.gov/business/dealers/salesmanual.htm>

FEE SCHEDULE - Make check payable to Registration Fee Trust

Motor Vehicle Salesperson License	Dealer License Expires within 12 months	Dealer License Expires in MORE than 12 months
New application for motor vehicle salesperson license (Exam required)	\$9.00	\$13.00
Currently licensed as a motor vehicle salesperson (Transfer - NOT expired)	No Fee	No Fee
Not currently licensed as a motor vehicle salesperson License expired within the past 5 years (No exam required)	\$4.00	\$8.00
Motor vehicle salesperson license expired more than 5 years (Exam required)	\$9.00	\$13.00

Exam fee of \$5.00 is included in fee schedule when required.

Manufacturer/Distributor Representative OR RV Salesperson License (NO Exam Required)	Dealer License Expires within 12 months	Dealer License Expires in MORE than 12 months
New application for REP or RV sales	\$4.00	\$8.00
Currently licensed as REP or RV sales (Transfer - NOT expired)	No Fee	No Fee
Not currently licensed as REP or RV sales License expired within the past 5 years	\$4.00	\$8.00
Not currently licensed as REP or RV sales License expired more than 5 years	\$4.00	\$8.00