

**D-09-14-02**

**Date:** September 14, 2018  
**Bulletin:** All Dealers  
**From:** Business Licensing and Consumer Services  
**RE:** Salesman License and Procedure Changes

With the recent upgrade of the Salesman license to a 3-year license, MDOT MVA has implemented the following changes to the Salesman license procedures to simplify the transfer and refund process.

1. There will be no transfer fee for a transfer of a salesman's license between dealers.

For a transfer between a dealer with the same corporate name but different address, please email or call to relay that the employee has transferred locations, or will be working from multiple locations. Contact us at (410) 787-2950 or at [mvablcsd@mva.maryland.gov](mailto:mvablcsd@mva.maryland.gov).

For a transfer between dealers with a different corporate name, please complete a new application, checking the "Transfer" box. Ensure the salesman information is completed in its entirety, and the new employer information is completed with an authorizing signature.

2. A refund for unused complete years will be issued to either the dealer or the salesman who paid for the license (not both).

For example: If 6 months of the 3-year period are used, the refund will be for 2 full years.  
If 15 months of the 3-year period are used, the refund will be for 1 full year.

To request a refund, please submit a request on letterhead (company letterhead for businesses) with proof of payment to Business Licensing and Consumer Services at 6601 Ritchie Highway, Room 146, Glen Burnie, MD 21061. Type of acceptable payment types include copies of the processed check or credit card receipt or paycheck stub showing deductions for license.

3. As a reminder, criminal background check through the Department of Public Safety and Correctional Services (DPSCS) Criminal Justice Information System (CJIS) must be conducted for all new and renewal salesman licenses. With the salesman license upgrade to a 3-year period, the CJIS background check will be completed every 3 years. For seamless processing, the CJIS background check must be completed within 30 days of the license renewal.

For locations to conduct CJIS background fingerprints, please visit this link:  
<https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

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If you have any questions or concerns, please contact us at (410) 787-2950 or email at [mvablcsd@mva.maryland.gov](mailto:mvablcsd@mva.maryland.gov).