

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **Salesperson License**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment Salesperson License s. 218, a proposed guidance document.

### **PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://wisconsindot.gov/Pages/dmv/dlr-agents/busnslcnse/salespersonlicense.aspx>

2. Mailing written comments to:  
Division of Motor Vehicles  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7336  
Madison, WI 53707-7336

### **WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsindot.gov](https://wisconsindot.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

[DOTDMVGuidanceDocs@DOT.WI.GOV](mailto:DOTDMVGuidanceDocs@DOT.WI.GOV)



## State of Wisconsin Department of Transportation

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# Salesperson license

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A retail dealer or recreational vehicle dealer employs salespersons to sell vehicles to the public.

- Salespeople can sell for only one dealership at a time.
- Salespeople who work for a dealership group may sell at all dealerships in the group without holding a separate license for each dealership. A dealership group means two or more

licensed dealers that share majority ownership.

- Salespeople must be at least 18 years old.
- A salesperson cannot have been convicted of a crime directly related to the sale of motor vehicles.
- A valid drivers license is not needed to get a salesperson license. However, your employer may require one.

Salespeople must pass a written exam in order to be licensed. You do not have to take the exam if you held a valid Wisconsin salesperson license anytime in the last 5 years. You also do not have to take the exam if you will be selling recreational vehicles only.

The Motor Vehicle Salesperson Exam tests your knowledge of laws about vehicle disclosure, purchase contracts, record-keeping, advertising, and titling and registration. You must answer at least 36 of the 45 questions correctly to pass the exam. You may prepare for the exam by studying the Wisconsin Department of Transportation (WisDOT) [□ Motor Vehicle Salesperson Manual](#). You can take the exam as many times as necessary in order to pass. However, you must wait one day before retaking a failed test.

You may take the Motor Vehicle Salesperson Exam at any [DMV customer service center](#) in the state. Allow at least 45 minutes for the exam.

If you need special accommodations for taking the written exam, contact the [DMV customer service center](#) where you wish to take the exam.

## To apply for a new salesperson license:

If you have never held a Wisconsin salesperson license, or your previous license expired more than 5 years ago, you may apply for a new salesperson license by following these steps:

- Complete and print the Salesperson/Representative License Application form [□ MV2184](#).
- Have your new employer complete and sign the bottom section of the form.
- Take your completed form and the appropriate application fee with you to the [□ DMV customer service center](#) when you take your salesperson exam. The application fee is less than \$20. See the MV2184 form for the correct application fee. **Note:** There is an additional \$5 fee for the exam.

**Are you a veteran? You may qualify for a fee waiver for an initial license. [Find out more!](#)**

## Transfer an existing salesperson license

If you have held a valid Wisconsin salesperson license within the past five years, you may transfer your current or previous license by doing the following:

- Complete and print the Salesperson/Representative License Application form [□ MV2184](#).
- Have your new employer complete and sign the bottom section of the form.
- Include the appropriate fee as listed on the application form.
- Mail your completed form to WisDOT's Dealer & Agent Section at the address on your form.

## For more information:

- [Field investigation offices](#)
- [Salesperson manual webpage](#)

If you have questions or prefer to have application materials or a Motor Vehicle Salesperson Manual

mailed to you:

**Email** [Wisconsin DMV email service](#)

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