

Manufacturer Representative Application Information

Licensing Requirements/1st Time Applicants

Colorado law has certain requirements that must be met before a Motor Vehicle Manufacturer Representative license is authorized by the Motor Vehicle Dealer Board:

- Employed by a licensed Manufacturer or Distributor
- Complete form DR 2662 Manufacturer Representative License Application
- DR 4679, "Proof of lawful presence in the U.S."
- Verification of Fingerprints
- Copy of verifiable identification
- Payment of license fee

Verification of Fingerprints

Provide a Verification of Fingerprints form (DR 2197) AND either a receipt/confirmation from a 3rd party vendor OR two (2) fingerprint cards. See the Auto Industry Division website listed above for specific requirements that must be met by all applicants.

Application Requirement

Form DR 2662, "Motor Vehicle Manufacturer Representative License Application" must be completed with true and accurate information. These disclosures are required for the Board and the hiring Manufacturer or Distributor. The hiring Manufacturer or Distributor must complete the "Employer's Certification" portion of the application. The completed application, required attachments and fee must be submitted to the Auto Industry Division (AID). Mail or hand deliver to the Department of Revenue. The AID mailing address is listed at the top of this form. The physical address can be found on the AID website.

A motor vehicle Manufacturer Representative license may be denied or suspended if a material misstatement is made in an application for a license. A "Material Misstatement" means any false or misleading statement, omission, or misrepresentation regarding personal identification information, employment history, prior occupational licensing history, criminal background and history, including filings, indictments, municipal, misdemeanor, and/or felony convictions and deferred judgment.

Denial of a license is mandated by statute when an applicant for a license has been convicted of, pled no contest to, or received a deferred judgment/sentence on any of the following offenses in Colorado or any other jurisdiction during the past ten years: 1) A felony in violation of Article 3, 4 or 5 of Title 18 C.R.S. or any similar crime in another jurisdiction. 2) Any crime involving odometer, salvage, motor vehicle title fraud of the defrauding of a retail consumer in a motor vehicle sale or lease transaction.

Court Records

If the applicant has **ever** been convicted of, received a deferred judgment/sentence, pled no contest, or is currently charged with any **felony**, full details must be provided including type of crime, date, place of conviction, sentence received, etc. **Certified court records must be included with the application.**

If the applicant has been, convicted of, received a deferred judgment/sentence, or pled no contest, to any **misdemeanor** crime in the **past ten years** or is currently charged with any misdemeanor, full details must be provided including type of crime, date, place of conviction, sentence received, etc. **Certified court records must be included with the application.**

Article 3 of Title 18 includes *but is not limited to* crimes against persons such as murder, assault, kidnapping, sexual assault, custody violation, menacing weapon, vehicular homicide, manslaughter, criminal extortion and enticing a child.

Article 4 of Title 18 includes *but is not limited to* crimes against property including arson, theft, burglary, robbery, criminal mischief over \$500, criminal trespass in the 1st degree and unlawful transfer for sale (copyright infringement).

Article 5 of Title 18 includes *but is not limited to* fraud, forgery, criminal possession of a forged instrument or forging instrument, criminal impersonation, fraud by check (over \$500), commercial bribery, bribery in sports and equity skimming.

Proof Of Lawful Presence In U.S.

The applicant must complete the Affidavit DR 4679 to prove lawful presence. The affidavit must be attached to the application and sent to the Auto Industry Division upon completion.

A copy of the applicant's identification provided as proof of lawful presence must be sent to the Auto Industry Division. Please review rules in order to understand what constitutes "Proof of Lawful Presence."

SBG.Colorado.gov/AID

License Renewal

The license expires 12 months after the month of issuance. A renewal application is mailed to the licensed Manufacturer or Distributor prior to the expiration of the Manufacturer Representative license. The renewal application must be completed and returned along with the renewal fee, DR 4679, and a copy of proof of Secure Verifiable identification such as a Drivers License. A courtesy grace period of 30 days is granted after the expiration date. In order to renew a current existing license, the Auto Industry Division must receive the renewal application **prior** to the license expiration date, after which a late fee will be assessed.

Application Fees

See fee schedule for the current year. Make checks payable to the Colorado Department of Revenue. Licensing fees are subject to change on July 1 of each year.

Additional Information

For additional information contact Auto Industry Division at (303) 205-5604. The Auto Industry Division homepage has information available for consumers and dealers:

SBG.Colorado.gov/AID

Walk-in assistance is available at the Department of Revenue. The AID mailing address is listed at the top of this form. The physical address can be found on the aid website.