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Compliance & Investigation  
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## Wyoming Vehicle Dealer/Wyoming Bases Manufacturer License Background Check Questionnaire

### \* IMPORTANT – READ CAREFULLY \*

Information submitted with this questionnaire is confidential in nature and cannot be disseminated unless approved under the laws of the Privacy Act. This information is used to determine your eligibility for a vehicle dealer / Wyoming based manufacturer license. ***INCORRECT, INCOMPLETE OR FALSE INFORMATION IS GROUNDS FOR REFUSAL TO ISSUE A LICENSE.***

Pursuant to W.S. 31-16-103(a)(v); any new applicant for a Vehicle Dealer/Wyoming Based Manufacturer License issued under this act, including all officers of a corporation or members of a limited liability company or limited partnership, **shall provide information necessary for a state and national criminal history record background check including completed fingerprint cards and release of information as provided in W.S. 7-19-201(a)(vii); and shall consent to the release of any criminal history information to the department.**

Pursuant to W.S. 31-16-103(c) the department may DENY issuance of a vehicle dealer/Wyoming based manufacturer license if any person applying for a license:

- (1) Knowingly makes a materially false statement in applying for a license;
- (2) Fails to furnish the required bond;
- (3) Has any previous administrative or criminal action or has lost a civil action in this state or any other state relating to the conduct of the business license type applied for during the ten(10) years preceding the date of the application;
- (4) Used or permitted the use of demo, full use plates and/or temporary registration permits in an unauthorized manner or purpose;
- (5) Has been convicted of a felony involving fraud, conspiracy to commit fraud, forgery, embezzlement, obtaining money under false pretenses, larceny or extortion within the immediate ten(10) year period prior to the date of the license application;
- (6) Has been convicted of a felony under W.S. 6-2-302;
- (7) Failed to furnish any requested information to the department.

**BEFORE MAILING YOUR APPLICATION:** Please remember to check that each question or request has been answered or completed on the questionnaire. Please remember to enclose a **PERSONAL COLOR PHOTOGRAPH, COMPLETED FINGERPRINT CARDS AND \$39.00** fingerprint processing fee in **certified funds**; a cashier's check or money order. ***FALSE OR INCOMPLETE INFORMATION IS GROUNDS FOR DENIAL OF YOUR LICENSE.*** State and National Criminal History Record Information may take a minimum of thirty (30) days to process. A Vehicle Dealer/Wyoming based Manufacturer License will not be issued until the information is received reviewed and the application is approved by this office.



### Wyoming Vehicle Dealer/Wyoming Based Manufacturer License background Check Questionnaire

~~~~~ **APPLICATION INFORMATION** ~~~~~

1) \_\_\_\_\_ BUSINESS NAME  
2) \_\_\_\_\_ SOCIAL SECURITY NUMBER  
3) \_\_\_\_\_ FULL NAME – LAST, FIRST, MIDDLE  
4) \_\_\_\_\_ NICKNAME(S)  
5) \_\_\_\_\_ RESIDENT ADDRESS (NUMBER AND STREET)    6) \_\_\_\_\_ CITY    7) \_\_\_\_\_ STATE    8) \_\_\_\_\_ ZIP CODE  
9) \_\_\_\_\_ DATE OF BIRTH    10)    MALE    FEMALE    11) \_\_\_\_\_ HAIR    12) \_\_\_\_\_ EYES    13) \_\_\_\_\_ HEIGHT    14) \_\_\_\_\_ WEIGHT  
15) \_\_\_\_\_ DRIVERS LICENSE/IDENTIFICATION NUMBER    16) \_\_\_\_\_ ISSUING STATE    17) \_\_\_\_\_ EXPIRATION DATE  
18) \_\_\_\_\_ AREA CODE/HOME PHONE NUMBER    19) \_\_\_\_\_ AREA CODE/BUSINESS PHONE NUMBER    20) \_\_\_\_\_ AREA CODE/CELL PHONE NUMBER

~~~~~ **BACKGROUND INFORMATION** ~~~~~

21) Have any of the current applicants, owners, salespersons or any agents ever held a license in this state or any other state to sell or manufacture vehicles?    YES    NO  
-If YES, what state(s), license number and type; \_\_\_\_\_

22) Have any of the current applicants, owners, salespersons or any agents ever had a license to sell vehicles revoked, suspended, refused or subjected to ANY other disciplinary action, including but not limited to forfeiture of any part of a dealer or manufacturer bond?    YES    NO  
-If YES, please explain; \_\_\_\_\_

23) Have any of the current applicants, owners, salespersons or any agents ever been known by or used ANY other name other than the name appearing on this questionnaire?    YES    NO  
-If YES, what names; \_\_\_\_\_

24) Have any of the current applicants, owners, salespersons or any agents EVER had a civil judgment rendered against them?    YES    NO  
-If YES, was it a result of any activity related to the business you were licensed for?    YES    NO  
-If YES, please explain; \_\_\_\_\_

25) Have any of the current applicants, owners, salespersons or any agents EVER declared bankruptcy?    YES    NO  
-If YES, give the dates and location of court of jurisdiction; \_\_\_\_\_

26) Do any of the current applicants, owners or other agents have any criminal or civil actions PENDING in any state or federal court? \_\_\_\_ YES \_\_\_\_ NO

-If YES, State of the court, case number and nature of charges; \_\_\_\_\_

27) Do any of the current applicants, owners or any agents have any administrative actions PENDING against them for any business that requires to be licensed, that they are involved with? \_\_\_\_ YES \_\_\_\_ NO

-If YES, state the location and nature of actions; \_\_\_\_\_

28) Have any of the current applicants, owners or any agents ever been CONVICTED, PLACED ON PROBATION or RELEASED FROM INCARCERATION FOLLOWING CONVICTION for any crime of offense, either FELONY or MISDERMEANOR, of ANY Federal or State jurisdiction, within the last ten(10) years?(Exclude traffic offenses) \_\_\_\_ YES \_\_\_\_ NO

\* - If you answered YES to QUESTION 28, list each separate offense by date of conviction, offense, court of jurisdiction and disposition in the appropriate columns below.

\* - Even if you were pardoned, pled nolo contendere or if the conviction was later expunged from the record of the federal or any state court, you are required to disclose the conviction.

\* - If you are currently awaiting judgment and sentencing following entry of a plea or jury verdict, you are still required to disclose the conviction.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Attach additional pages, if necessary

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Arrest Date ----- Conviction Date ----- Convicted Of ----- Court of Jurisdiction ----- Disposition of Offense

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

29) I have submitted a color photo of self and a thirty-nine (\$39) Finger Print Processing Fee in certified funds \_\_\_\_ YES \_\_\_\_ NO

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

There are two finger print cards included with this questionnaire, one for a non- criminal justice record and one for an FBI criminal justice record. You may contact your local law enforcement agency for assistance with fingerprinting. Both fingerprint cards must be completed and submitted with your application, along with a \$39.00 disclosure fee in certified funds. Please address the **cashier's check or money** order to "Attorney General-DCI" for the disclosure fee. The results will be delivered to the WYDOT Compliance & Investigation Section and used for licensing purposes.

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***I hereby swear or affirm that I have reviewed the information submitted on the questionnaire and personally verify it is truly accurate. I understand that if any of the information is incomplete, false or falls into any of the seven categories on the information sheet, the vehicle dealer/Wyoming based manufacturer application may be denied. I certify that as owner, partner or officer of the business I have the authority to sign this questionnaire.***

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE