



### Instructions

1. To avoid delays in processing, please complete the entire application.
2. Answer all the yes/no questions. If you answer yes to any question, you are required to attach a detailed explanation of the crime/conviction, or your application will be denied.
3. Sign the application.
4. See fee schedule below to determine fee. NOTE: An expired license CANNOT be transferred.
5. Submit the completed application and appropriate fee to:  
Wisconsin Department of Transportation  
Dealer and Agent Section  
P.O. Box 7909  
Madison, WI 53707-7909
6. 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.
7. If you have questions, please contact us at [dealerlicensingunit@dot.wi.gov](mailto:dealerlicensingunit@dot.wi.gov), 608-266-1425.

### Special Note for Multiple Dealerships

Salespeople can only be licensed at one location; however, if a dealership is part of a Dealer Group with the same majority ownership, the license is valid at all dealership locations within the documented Dealer Group. The application should be licensed at their central work location.

### To access the Sales Manual:

<https://wisconsindot.gov/Documents/dmv/shared/salesmanual-21.pdf>

### FEE SCHEDULE

**Exam fee of \$5.00 is included in fee schedule when required.  
Make check payable to Registration Fee Trust**

#### Motor Vehicle/Motorcycle Salesperson License Fee Schedule

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

#### Recreational Vehicle Salesperson and Representative License Fee Schedule

Manufacturer/Distributor Representative OR RV Salesperson License (NO Exam Required)	Dealer License Expires within 12 months	Dealer License Expires in MORE than 12 months
<b>New</b> 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 <b>5 years</b>	\$4.00	\$8.00
Not currently licensed as REP or RV sales License expired <b>more than 5 years</b>	\$4.00	\$8.00