500 James Robertson Parkway
Nashville, TN 37243
Tel: 615-741-2241
http://www.tn.gov/commerce/

FOR OFFICE USE ONLY

LICENSE TYPE _____2705_____

TRANSACTION TYPE _RELOCATION__

FILE NUMBER _____

ENTITY NUMBER _____

APPLICATION NUMBER _____

AMOUNT PAID _____

MANUFACTURER/DISTRIBUTOR REPRESENTATIVE APPLICATION

Only applicants with complete applications are eligible for consideration. You may attach additional pages as necessary. Please type or print clearly in ink. Checks should be made payable to the Department of Commerce & Insurance.

Send the completed application to:

Attn: MOTOR VEHICLE COMMISSION
The Department of Commerce & Insurance
500 James Robertson Parkway
Nashville, TN 37243

Section One: Applicant Identification and eligibility verification

Name of Applicant: _____
Last First Middle

Are you currently licensed? Yes/No _____ If Yes, License Number _____

Social Security Number OR Federal EIN _____

Mailing Address _____

_____

_____
City State Zip Code

Contact Phone Number: _____

Email Address: _____

STATE OF TENNESSEE
TENNESSEE MOTOR VEHICLE COMMISSION
500 JAMES ROBERTSON PARKWAY, 5TH FLOOR
NASHVILLE, TN 37243-1153
PHONE 615.741.2711
FAX 615.741.0651
tn.gov/commerce/section/motor-vehicle
tn.gov/commerce/topic/mvc-rules-and-laws

OFFICE USE ONLY
FILE #
VALIDATION #
TRANSACTION #
CLERK'S INTIALS

TENNESSEE MANUFACTURER/DISTRIBUTOR REPRESENTATIVE APPLICATION

PRINT LEGIBLY IN BLACK INK

FAILURE TO PROPERLY COMPLETE THIS APPLICATION WILL DELAY THE APPLICATION REVIEW PROCESS

APPLICANT INFORMATION

APPLICANT'S SOCIAL SECURITY #	DATE OF BIRTH (MUST BE 18)	SEX
LAST NAME	FIRST NAME	MIDDLE NAME

RESIDENTIAL ADDRESS/PO BOX/STREET/APT	CITY	STATE	ZIP	CELL NUMBER ( )

Have you completed and attached the Eligibility Verification for Entitlements Act Attestation with this application?	YES	NO

NAME OF MANUFACTURER/DISTRIBUTOR/BRANCH OFFICE

NAME	LICENSE #

MAILING ADDRESS	CITY	STATE	ZIP	COUNTY

EMAIL ADDRESS	PHONE NUMBER ( )

LINE-MAKES (BRAND NAMES) TO BE REPRESENTED BY THE APPLICANT

THE FOLLOWING QUESTIONS MUST BE ANSWERED BY THE PERSON FOR WHOM THE APPLICATION IS BEING SUBMITTED. FAILURE TO PROVIDE COMPLETE AND TRUE INFORMATION AS REQUESTED MAY RESULT IN THE APPLICATION BEING DENIED BY THE COMMISSION PURSUANT TO TCA § 55-17-114 ET SEQ.

Is your direct employer a manufacturer, wholesaler, distributor, factory branch or distributor branch? Please indicate which, and include the license # in the box provided_____	LICENSE #

If you have been licensed by the Tennessee Motor Vehicle Commission previously, in any capacity, please provide the license number and an explanation of the capacity for which you were licensed.	LICENSE #
Capacity (i.e. salesperson, motor vehicle dealer, etc.)	

Are you familiar with the laws of the State of Tennessee which apply to motor vehicle or recreational vehicle sales activity?	YES	NO

Are you familiar with T.C.A. § 55-17-114(c) which prohibits certain business activities between manufacturers, wholesalers, distributors, factory branches, distributor branches and dealers?	YES	NO

Do you understand you can represent **only** the entity for which a license is issued?	**YES**	**NO**

Have you ever been convicted of a crime, pled nolo contendere to a crime, or been convicted of a felony?	**YES**	**NO**
If you answered "yes" to the questions above, you must attach a COMPLETE list of ALL final judgments and ALL convictions and nolo contendere pleas detailing dates and court jurisdictions of such convictions. Failure to provide complete and true information as requested may result in your application being denied by the Commission pursuant to TCA § 55-17-114 et seq. If you have obtained a "Certificate of Employability" authorized by TCA § 40-29-107, please provide a copy with this application.		

Have you ever had a license revoked, suspended, or been otherwise disciplined by any board or agency, or ever been denied issuance of, or, pursuant to disciplinary proceedings, refused renewal of a license by any board or agency in Tennessee or any other state? If other than Tennessee, identify the State _____	**YES**	**NO**
If you answered "yes" to the question above, attach an explanation of the action, consent order, final order, or other administrative document which references the disciplinary action taken against you or the business.		

I hereby certify I have read and understand the provisions of law relating to motor vehicle or recreational vehicle sales activities. Further, I understand the granted license must be returned to the Commission in the event of the termination of my employment with the Manufacturer or Distributor. This application is made in good faith, and the answers and statements made herein are full, correct and true to the best of my knowledge. I understand that any and all information herein required by the Tennessee Motor Vehicle Commission is considered part of my application.

APPLICANT'S SIGNATURE	PRINTED SIGNATURE

Enter below your employment or other pursuit(s) for the prior two years, including but not limited to, full or part-time employment, self-employment, student, incarceration, retired, military, etc…

Name of Employer	Address of Employer	Date –From/To	Capacity of Employment

ENDORSEMENT OF APPLICATION FOR FACTORY OR DISTRIBUTOR REPRESENTATIVE LICENSE
(Please read carefully. An officer or a duly appointed agent of the company is required to endorse the application for licensure.)

I have read the answers of the applicant named herein. I have made diligent inquiry and investigation into the answers contained in this application, and believe they are true to the best of my knowledge and belief, and on behalf of my company, I hereby endorse the applicant as an individual of good business standing and one who is worthy of licensure, and hereby request that a license be granted under the rules, regulations and policies of the Tennessee Motor Vehicle Commission.

On behalf of my company, I agree that:

- ***Instruction covering the provisions of the law and the rules and regulations governing the sale of motor vehicles and recreational vehicles has been given to the applicant for said license. The applicant will be provided a reasonable understanding of the same before being permitted to transact the business for which the license is requested.***

DATE	NAME OF MANUFACTURER
SIGNED (OFFICER OR AGENT)	TITLE

THE FOLLOWING SECTION MUST BE COMPLETED BY A NOTARY PUBLIC

STATE OF		**COUNTY OF**
SUBSCRIBED AND SWORN TO BEFORE ME (MONTH, DAY, YEAR)	**NOTARY PUBLIC**	**MY COMMISSION EXPIRES**

BIENNIAL FEE:$400.00
(CHECKS MAY BE MADE PAYABLE TO THE TENNESSEE MOTOR VEHICLE COMMISSION)

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REGULATORY BOARDS DIVISION
TENNESSEE MOTOR VEHICLE COMMISSION
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

   AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**

3. If you are claiming qualified alien status, you MUST present **two (2) forms** of documentation (front and back) of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below. **(Failure to provide two forms of documentation as described will result in a delay to determining eligibility for licensure.)**

4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.
   or

5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act Attestation

TENNESSEE MOTOR VEHICLE COMMISSION

Part A. Eligibility Verification for Entitlements Act Attestation

I hereby attest under penalty of perjury that I am (select one):

____ A United States citizen;

____ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;[1]
Driver's license and Social Security card are not acceptable documentation under part C below.

____ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

_____	_____
Applicant's Signature	Name of Dealership/License Number
_____	_____
Printed Name Date	Officer or Agent Signature

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq*.

[1] Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C.A. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq*.];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.

Eligibility Verification for Entitlements Act Additional Required Documentation

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.