

**PLEASE READ THE IMPORTANT NOTICE
SALESPERSON LICENSE RENEWAL APPLICATION INSTRUCTIONS
FOR LICENSES EXPIRING JULY 30, 2014
DUE: JULY 15, 2014**

Enclosed is a salesperson license renewal form for each salesperson currently licensed by your dealership. All salespersons must be renewed unless no longer employed. The salesperson license expires on the expiration date indicated on the Salesperson License.

Any new employee that has never been licensed CANNOT be added to the renewal application; an original application (form DR2115), a Copy of the original bond, fee, verifiable ID and affidavits (DR4679) and (DR2097) must be submitted separately.

The salesperson license renewal form must be completed and *signed by an owner, partner, corporate officer, LLC manager or general manager of the dealership.* Please make changes to any incorrect computer printed information.

The renewal fee for a **Salesperson License** for FY2015 (7/1/2014-6/30/2015) is **\$88.00**. Attach the completed Salesperson Renewal Application and a **COPY of the ORIGINAL BOND OR CONTINUATION CERTIFICATE** to the Salesperson License Remittance Form (form DR2649) the salesperson must sign on the appropriate line of the renewal application.

All documents may be returned using the following methods:

Mailed:

COLORADO DEPARTMENT OF REVENUE
Auto Industry Division - RM 112
PO Box 173350
Denver CO 80217-3350

OR

Hand delivered: 1881 Pierce Street, Entrance "B", Room 112, Lakewood CO 80214.

Salesperson Requirements:

Each salesperson listed on the renewal application must answer the **yes/no** question regarding criminal history during the past 12 months. Each "YES" answer must be explained on a separate piece of paper and signed by the salesperson along with copies of final *certified* court documents.

IMPORTANT NOTICE: ALL PAPERWORK MUST BE IN APPLICANTS FULL LEGAL NAME.
Effective July 1, 2014 the FEE for RENEWING a SALESPERSONS LICENSE is \$88.00 the bond amounts for salespeople is still \$15,000. DO NOT allow your bonding company to mail the bond(s) directly to the Auto Industry Division.

Every salesperson must submit a DR 4679 Affidavit-Restrictions on Public Benefits with the renewal application
FILL OUT IN FULL LEGAL NAME.

In addition every salesperson must attach a copy of their verifiable ID. Please review emergency rules in order to understand what constitutes "Proof of Lawful Presence". See our website: www.colorado.gov/revenue/aid
Lists of the complete fees for FY 2015 are in your renewal packet.

Enclosures:

Remittance Form (2649)
Salesperson Renewal Form (2111)
Instruction Sheet
DR4679 Affidavit-Restrictions on Public Benefits
Fee Schedule