



## Wyoming Vehicle Dealer & Wyoming Based/Direct Sale 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 Wyoming vehicle dealer/ Wyoming based or direct sale 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 Wyoming vehicle dealer/Wyoming based manufacturer license issued under this act; including all officers of a corporation, 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)(ix); 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 Wyoming vehicle dealer/Wyoming based or direct sale 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 off that each question or request is answered and has been completed on the questionnaire. Wyoming vehicle dealer & Wyoming based manufacture applicants, 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 Direct sale manufacturer must submit a background check questionnaire and color photo of all applicants.** A Wyoming vehicle dealer/Wyoming based or direct sale manufacturer license will not be issued until the information is received reviewed and the application is approved by this office.

***\*Applicant Notification and Record Challenge:*** Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>3</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>4</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 28 CFR 50.12(b).

<sup>4</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



Date Received: \_\_\_\_\_  
Application: \_\_\_\_\_ Approved / \_\_\_\_\_ Denied  
Date of Disposition: \_\_\_\_\_

## Wyoming Vehicle Dealer & Wyoming Based/Direct Sale 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 minor 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.

Attach additional pages, if necessary

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

\* Finger prints are not required for Direct Sale Manufacturer at this time.

Wyoming Vehicle Dealer/Based Manufacturer: 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.

***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 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