



SECRETARY OF STATE  
STATE OF INDIANA  
AUTO DEALER SERVICES  
DIVISION

CONNIE LAWSON  
SECRETARY OF STATE

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POLICY  
Application Denials Based on Background Check Results

**General**

Indiana Code § 9-32-16-11(d) requires an applicant for a dealer license to submit to a national criminal history background check. The Secretary may deny an application if the applicant or any listed owner, corporate officer, or partner has been convicted of a felony within the previous ten (10) years, felony or misdemeanor involving theft or fraud, or felony or misdemeanor concerning an aspect of the business involving the offer, sale, financing, repair, modification, or manufacture of a vehicle.

The Secretary, through the Auto Dealer Services Division ("Division"), administers and enforces Indiana Code § 9-32, Title 75 of the Indiana Administrative Code, and the policies and procedures of the Division.

**Relevant Law**

Indiana Code § 9-32-16-11  
Indiana Code § 10-13-3-12

**Policy Statement**

It shall be the policy of the Division to deny an application for a dealer license if the applicant or any listed owner, corporate officer, or partner has been convicted of a felony within the previous ten (10) years, felony or misdemeanor involving theft or fraud, or felony or misdemeanor concerning an aspect of the business involving the offer, sale, financing, repair, modification, or manufacture of a vehicle. The Division may, however, grant an application if the Division determines it is appropriate based on a review of the circumstances and any supporting documentation, and the applicant and/or owner, corporate officer, or partner meets the following requirements:

1. The conviction is over twenty (20) years old;
2. The individual has not been charged with or convicted of a subsequent misdemeanor or felony; and
3. The individual is currently an owner, corporate officer, or partner of a licensed Indiana dealership in good standing with the Division.

**Revision History**

1. June 3, 2015: Initial release.

Approved by:

Connie Lawson  
Connie Lawson, Secretary of State

6/4/15  
Date