

New Occupational License Online Services

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New Information

The Department of Motor Vehicles (DMV) has new Occupational License (OL) online services that are the quickest and easiest way to apply, renew, and pay fees for dealer, salesperson, and school OLs.

Getting Started with Online Services

Before using online services, users need to create a new or have an existing **MyDMV** account and **must** validate their identity to connect to their OL information. User tips and step-by-step instructions are available at dmv.ca.gov/olonline and through OL team members who are ready to assist you at (916) 229-3126.

More OL Services Coming Soon

Upcoming changes include:

- Temporary OLs for original and renewal applications will be issued digitally.
- DMV field offices will no longer process salesperson applications and payments. After completing their online application, salespersons only need to come to a DMV office to have a photo taken if they:
 - Do not have a current California driver's license or identification (DL/ID) card.
 - Have a California DL/ID card with a photo that is more than 15 years old.
- Applicants who do not wish to use the online process may print paper forms through the OL webpage and mail the application packet. However, mailing costs are paid by the applicant. After the online services launch, paper forms will be available through DMV's Occupational Licensing webpage:
 - All paper applications and supporting documents **must** be mailed to our Sacramento OL office for processing at:
Department of Motor Vehicles
Occupational Licensing Section
PO Box 932342 MS L224
Sacramento, CA 94232-3420
- Dealer education providers will submit training certificates for participants using DMV's new online portal.

Keep in Touch—Help Spread the Word

Help spread the word by sharing the information contained in this memo with stakeholders inside and outside of your business. Our team looks forward to the efficiency and ease that our new online services will bring to dealers, salespersons, and other OL program users. DMV will keep you updated as new services roll out.

Distribution

Notification that this memo is available at dmv.ca.gov under Vehicle Industry Services, was made via the California DMV Automated Email Alert System in February 2023 to the following:

- All Email Alert Subscribers

Contact

For questions regarding this memo, call (916) 229-3126 and say “industry memo.”