



Notice to all Dealers and Salespersons

Annual Salesperson Permit Renewal Notice

Date published: December 31, 2025

This is your annual notice to renew your Salesperson's Permit(s).

If you are a Dealer Principal or Sole Proprietor and have successfully taken a Dealer Knowledge Test, you do not require a Salesperson's Permit for yourself, provided you are not directly selling vehicles. Salesperson's Permits are required only for additional personnel selling vehicles at your dealership.

If you are a Dealer Principal, have not taken the Dealer's Knowledge test, and you would like to sell vehicles or be involved in the sale of vehicles at your dealership, you must successfully complete either the Dealer Knowledge Test or the Salespersons Knowledge Test.

Definition of a Salespersons per the *Drivers and Vehicles Act C.C.S.M. c. D104*:

"salesperson" means a person employed or otherwise engaged by a dealer to buy and sell motor vehicles or trailers or to negotiate agreements to buy and sell motor vehicles or trailers on the dealer's behalf.

All persons involved in the sale of a motor vehicle must hold a valid Salesperson's Permit. Section 96(2) of the *Drivers and Vehicles Act* states:

96(2) No person shall act as a salesperson of a dealer unless the person holds a valid salespersons permit issued by the registrar under this Part authorizing the salesperson to sell vehicles for the dealer.



To ensure faster processing times, we strongly encourage you to submit all renewals electronically to vsi-dealerinfo@mpi.mb.ca.

As of **January 1, 2026** a criminal record search and/or criminal record document (completed within the last 90 days) is required for all salespersons. Please see the [Salesperson's Permit Checklist](#). For renewals, please see the [Salesperson's Permit Application](#).

Applicants must complete all required information on the application and provide required payment. Incomplete applications will not be processed and may be returned. The deadline for renewals is **February 28, 2026**.

- The \$35 Salesperson's Permit renewal fee may be made by cheque, cash, debit, or credit card.
- Cheques are to be payable to: **Manitoba Public Insurance**.
- If paying by credit card, please provide a phone number where you can be reached, so payment can be processed via our secure phone line.
- Do not send credit card information by email. Applications emailed with credit card details will be denied.
- If submitting electronically, completed application(s) may be scanned and emailed to vsi-dealerinfo@mpi.mb.ca.
- If submitting in paper form, completed application(s) and payment (cheque, cash, or credit card authorization form) may be submitted by mail or in person to:

Vehicle Safety

Box 45064, Regent Postal Outlet
1981 Plessis Road, Building A
Winnipeg Manitoba, R2C SC7

For questions regarding this notice, please email vsi-dealerinfo@mpi.mb.ca or call 204-985-0920.