



CITY OF HOUSTON

Houston Police Department

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July 18, 2013

Charles A. McClelland, Jr.
Chief of Police



Retail Supply Dealer:

This letter is to inform you there has been an ordinance and policy change related to the background check requirements for a Retail Supply Dealer (RSD) license. Previously, per City Ordinance all RSD applicants were subjected to a State and National Criminal Background check. In order to maintain compliance with the State and Federal Criminal Justice Information System (CJIS) policy, the Houston Police Department was mandated to make changes to the criminal background procedures for all licenses issued by the Auto Dealers Detail.

In reviewing the scope of work conducted by Retail Supply Dealers, it was determined that a State and National criminal background check **was not** warranted for this specific license. As the definition of *Retail Supply Dealer* has evolved over the last few decades the automotive industry is no longer the main source of business for RSDs. Although Retail Supply Dealers do sell automotive supplies, it is not the main source of business or basis for interaction with citizens. **Therefore, RSD applicants are no longer required to submit to a State and National criminal background check.** RSD applicants, however, will be subjected to a Harris County check related to wants and warrants on a local level. There is no charge for the local, name-based check and it will be conducted by officers assigned to the Auto Dealers Detail.

If a Retail Supply Dealer license is the only Auto Dealers' license you possess, a State and National Criminal Background Check **is not** required. Please note, if a licensee holds any other Auto Dealers license in addition to the RSD, they will be subjected to a State and National criminal background check. For information regarding the procedures for a criminal background check, please go to http://www.houstontx.gov/police/auto_dealers_detail/

There were no other changes related to the licensing of Retail Supply Dealers. If you are selling automotive accessories/supplies, your business is still required to be licensed with the City of Houston as a Retail Supply Dealer. Thank you for your cooperation. Should you have questions or need further information, please call the Auto Dealers Detail at 832-394-4800.

Sincerely,

D. F. Hitzman, Lieutenant
Auto Dealers Detail

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