



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

USED MOTOR VEHICLE DEALER APPLICATION

BMV USE ONLY:

YES NO

Are you or your spouse a veteran or member of the armed forces or a surviving spouse of a veteran or member of the armed forces? (**NOTE: a completed application with the required documentation of military status qualifies the applicant for an expedited application process, upon receipt.**)

If "yes", please provide a copy of you or your spouse's DD214, an official military ID for verification, separation documentation, or other official military documentation approved by the board.

INITIAL	<p>Effective January 1, 2015, a used motor vehicle training course must be completed prior to applying for a used motor vehicle dealer's license (Ohio Revised Code [R.C.] 4517.05).</p> <p>I affirm that I, as an owner, partner, president, member, trustee, or principal owner of the business entity applying for a used motor vehicle dealer's license have successfully completed a used motor vehicle dealer training course within the six months preceding the date of this application. (Certificate must be submitted with application)</p> <p>Course completion date _____ Course Provider number _____</p>
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INITIAL	<p>Note: The issuance of a used motor vehicle dealer's license does not supersede building codes and local zoning. The State of Ohio (BMV) Dealer Licensing Section is the regulator of motor vehicle dealers, but does not pre-empt the enforcement by local authorities of zoning, building codes, health, safety codes, or laws. It is recommended that each applicant check building and zoning regulations applicable to the proposed facility with their local authority prior to making application. Evidence of building and zoning requirements must be presented upon the request of the registrar.</p>
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INITIAL	<p>I affirm that I have completed the I-9 Employment Eligibility Verification form that is required to be on file with the employer under the Immigration Reform and Control Act of 1986, 8 USC 1324a (with the exception of sole proprietors).</p>
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INDICATE THE TYPE OF VEHICLES THAT WILL BE THE DEALERSHIP'S PRIMARY BUSINESS

Used Motor Vehicles
 Used Motorcycles
 Used Trailers (over 4,000 lbs.)
 Used All Purpose Vehicles

If applying for a license where your primary business will be selling Motorcycles, APV's and / or Off-Highway Motorcycles, what size dealer license plate would you prefer? (Check only one)

Regular Size License Plate
 Motorcycle Size License Plate

DEALERSHIP INFORMATION

EXACT BUSINESS NAME		
BUSINESS STREET ADDRESS	P.O. BOX #	SUITE #
CITY	STATE	ZIP CODE
COUNTY	BUSINESS TELEPHONE #	ALTERNATIVE TELEPHONE #
BUSINESS E-MAIL ADDRESS		

FEDERAL EMPLOYEE IDENTIFICATION NUMBER (FEIN)	VENDOR'S #
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REGISTERED DBA OR TRADE NAME

HOURS OF OPERATION

	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE
SUNDAY			WEDNESDAY		SATURDAY	
MONDAY			THURSDAY			
TUESDAY			FRIDAY			

BUSINESS ENTITY INFORMATION (Mark one and complete ownership information)

<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Corporation (<i>President, Vice President, Treasurer, Secretary</i>)	<input type="checkbox"/> Limited Liability (<i>Members</i>)
<input type="checkbox"/> Partnership (<i>Partners</i>)	<input type="checkbox"/> Business Trust (<i>Trustee</i>)	<input type="checkbox"/> Other Registered Entity* _____

*Must include a copy of the registered business entity that has been filed with the Secretary of State. You may be required to show the registered ownership structure.

NOTE:

- **If a Member of a LLC is a corporation first list** the corporation's name, federal tax ID number, address and then list officer's name, address, and social security number of the applicant.
- **If a Partner of a partnership is a corporation first list** the corporation's name, federal tax ID number, address and then list officer's name, address, and social security number of the applicant.
- **If a Trustee of a business trust is a corporation first list** the corporation's name, federal tax ID number, address and then list officer's name, address, and social security number of the applicant.

NOTE: Ohio residents who are **owners, partners, president, members owning 10% or more, trustees or principal owners of any "other registered entity" ownership style MUST** be electronically fingerprinted and applicants must request the results be sent electronically to **direct copy "BMV Dealer Licensing"** at the web check locations in order for them to be forwarded to the BMV Dealer Licensing Section. (For a complete list of electronic fingerprinting locations in Ohio visit www.ohioattorneygeneral.gov.)

NOTE: Out-of-state applicants or those who qualify for electronic exemption must submit a fingerprint card, exemption form, and fingerprint card processing fee with the application for license. Call the Dealer Licensing Section at (614) 752-7636 to obtain a fingerprint card and exemption form.

NOTE: Applications for a dealer's license shall be denied for reasons listed in the R.C. 4517.12 and 4501:1-3-09 of the Ohio Administrative Code (O.A.C.) which include:

- Conviction of **ANY** felony during the past ten (10) years.
- Conviction of **ANY** fraudulent act (misdemeanor or felony), regardless of the conviction date, related to dealing in motor vehicles.

OWNERSHIP INFORMATION

FAILURE TO COMPLETE ANY PORTION WILL DELAY THE PROCESSING OF THIS APPLICATION

APPLICANT NAME OR CORPORATION NAME		TITLE
HOME OR CORPORATION ADDRESS		SSN / FEIN
CITY, STATE, ZIP	TELEPHONE #	OWNERSHIP % (if member)
ELECTRONIC FINGERPRINTS COMPLETED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE		DATE COMPLETED _____

NAME (first, middle, last, suffix)		TITLE
HOME ADDRESS		SSN
CITY, STATE, ZIP	TELEPHONE #	OWNERSHIP % (if member)
ELECTRONIC FINGERPRINTS COMPLETED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE		DATE COMPLETED _____

NAME (first, middle, last, suffix)		TITLE
HOME ADDRESS		SSN
CITY, STATE, ZIP	TELEPHONE #	OWNERSHIP % (if member)
ELECTRONIC FINGERPRINTS COMPLETED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE		DATE COMPLETED _____

NAME (first, middle, last, suffix)		TITLE
HOME ADDRESS		SSN
CITY, STATE, ZIP	TELEPHONE #	OWNERSHIP % (if member)
ELECTRONIC FINGERPRINTS COMPLETED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE		DATE COMPLETED _____

Any additional persons please list on a separate sheet of paper and attach to this application.

QUESTIONS RELATED TO DEALERSHIP OWNERS

I, as owner, partner, president, member, trustee, or principal owner agree to answer each of the following questions truthfully to the best of my knowledge. I acknowledge responsibility for any misrepresentation on behalf of all persons listed in the ownership information section.

<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Does the business listed on this application have a net worth of at least seventy five thousand (\$75,000) dollars? <i>No dealer shall be issued a motor vehicle dealer's license or permitted to operate under a license unless the dealer has a net worth (Net Worth = Assets minus Liabilities) in the sum of \$75,000, and must be verifiable upon request of the Registrar.</i> Net worth must be maintained during the entire period for which the license is held.		
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Do you or any person listed in the ownership information section on this application, have an ownership interest in another motor vehicle business entity?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Have you or any person listed in the ownership information section on this application, previously applied for a motor vehicle dealer's license, leasing license, distributor's license, auction owner's license, motor vehicle salvage dealership, motor vehicle salvage auction, motor vehicle salvage pool, construction equipment auction license or salesperson's license? (If yes, please list below; submit any additional information on a separate sheet of paper.)		
BUSINESS NAME APPLIED IN	DATE	TYPE OF LICENSE	PERMIT # - IF ISSUED
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Have you or any person listed in the ownership information section on this application, ever had their dealer's license suspended or revoked?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Have you or any person listed in the ownership information section on this application, been convicted of a felony during the past ten (10) years?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Have you or any person listed in the ownership information section on this application, ever been convicted of a fraudulent act (felony or misdemeanor) that was related to the selling or dealing in motor vehicles? If answered "yes" to either question #5 or #6 above, please provide the following certified documents and information: <i>(1) The court's journal entry showing the final disposition of your conviction.</i> <i>(2) A true bill indictment or indictment summary.</i> <i>(3) The charge you were convicted of (sentence entry).</i> <i>(4) A short summary explaining the charge you were convicted of.</i>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Have you or any person listed in the ownership information section on this application, ever had a civil judgment rendered against you that was related to tampering with an odometer, rolling back an odometer, or failing to provide true and accurate odometer disclosure statements?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Do you or any person listed in the ownership information section on this application, have an unsatisfied civil judgment resulting from a motor vehicle transaction? If answered "yes" to either question #7 or #8 above, please provide the following certified documents and information: <i>(1) The court's journal entry showing the final disposition of the judgment.</i> <i>(2) The court of jurisdiction that decided the civil judgment.</i> <i>(3) That court's case number.</i> <i>(4) The date the civil judgment was issued.</i>		

QUESTIONS RELATED TO DEALERSHIP LOCATION

I, as owner, partner, member, trustee, or principal owner, agree to answer each of the following questions truthfully to the best of my knowledge. I acknowledge responsibility for any misrepresentation on behalf of all persons listed in the ownership information section.

<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Does the established place of business include a display lot of at least three thousand five hundred (3,500) square feet, not including driveways or office, and have adequate ground cover of a hard surface (gravel, concrete, etc.) that is free of the collection of dust, mud, water, or other unsightly conditions? OR Does the established place of business have a retail sales inventory that is limited at all times to ten vehicles or less and have sufficient space for all vehicles being offered for retail sale, and have adequate ground cover of a hard surface (gravel, concrete, etc.) that is free of the collection of dust, mud, water, or other unsightly conditions?
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Is the dealership's established place of business being used exclusively for the purpose of offering for sale, displaying for sale, dealing in motor vehicles and is identifiable as a motor vehicle dealership? <i>A dealership may be considered used exclusively for the purpose of dealing in motor vehicles, even though certain departments are maintained there, provided that those departments are part of the dealership and are operated in support of the dealership. Those departments may include, but not limited to, parts, service, paint, and repair.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Is the established place of business separated with a permanent physical barrier from any other unrelated business, primary service facility or residence, including a business operating from the building in which the office is housed and/or any other building on the proposed location? <i>A permanent physical barrier is a fixture or feature of the property that distinguishes the display lot or area from the residences or other business, comprised of metal, brick, stone, concrete, wood, heavy support cable, landscaping, curbing, or other comparable feature that creates a distinct space for the display lot.</i> <i>If no requirement is able to be met, please refer to the dealer licensing Web site, available licenses, permits & licenses issued (used motor vehicle dealer section) for further instruction.</i> The separation MUST be maintained as approved during the entire period for which the license is held.
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. To your knowledge, was the proposed business location previously occupied by another licensed motor vehicle dealer? If "yes", give the business name, if available. _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Are you or do you intend on sharing the proposed business location with another licensed motor vehicle dealer? * If "yes", give the business name. _____ (*A Certificate of Compliance form (BMV 4347) must be submitted with this application)
<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Is there a permanent office of at least one hundred eighty (180) square feet of usable office area that is located on the display lot and kept in a neat and orderly fashion? <i>The law requires that the office includes adequate lighting, electrical service, heating, and ventilation that is secure and safe, at minimum a desk, three chairs, and a filing cabinet or similar furnishings that creates an environment conducive to transacting business, and facilitating the storage of records.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Is there a sign that displays the business name in which the application is made, including any registered trade names? <i>The law requires that the letters be no less than six (6) inches high, and the sign be permanent, properly maintained, and prominently displayed by the entrance of the office, if not visible from the public roadway.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	8. In addition to the established place of business is there an expanded display lot? NOTE: <i>The expanded display lot is a separate lot that must be two thousand (2,000) square feet of a hard surface that is adjacent to or within two hundred (200) feet of the right-of-way of the dealership's established place of business, and includes a prominently displayed, permanent sign in the exact business name in which the application is made, with lettering at least six (6) inches high. All transactions related to the sale of motor vehicles shall be conducted at the principal place of business.</i>

DEALERSHIP BUSINESS AFFIRMATION

INITIAL	<p>I affirm that as required in Chapter 4517 of the R.C. and Chapter 4501:1-3 of the O.A.C. will adhere to all provisions listed below upon issuance and for the duration of the license. Failure to maintain compliance with such provisions may be immediately referred to the Motor Vehicle Dealers Board for possible suspension or revocation of the license.</p> <ol style="list-style-type: none"> 1. All records of sales transactions, mileage disclosure statements, or temporary tag records (if applicable), will be maintained for three years and available upon request of the registrar or his authorized agent. 2. The dealer permit will be posted in a conspicuous place and a current list of salespersons will be available upon request. 3. The business hours will be maintained and legibly posted in a conspicuous place near the entrance of the office. 4. The office will be staffed by an owner or salesperson that holds a license under Chapter 4517 of the R.C. during the posted business hours for the entire time the license is held. 5. A business telephone will be in service at all times and answered in the dealership's name. The business telephone number will be legibly posted in a conspicuous place in public view.
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PHOTOGRAPHS

Required at the time of application, the applicant must provide clear photographs via mail or e-mail (JPG format) of the location showing:

- (1) the display lot (3,500 Sq. Ft. or space for retail vehicles)
- (2) the separation from another business and/or residence
- (3) the office (inside and outside)
- (4) the sign with the business name, including any registered trade names
- (5) the posted business hours
- (6) the posted business telephone number
- (7) the expanded display lot (if applicable)

PHOTOS MAY BE SUBMITTED BY MAIL WITH THE APPLICATION OR BY E-MAIL (JPG format) TO dealerphotos@dps.ohio.gov.

Please **DO NOT** submit an application until **BOTH** of the following are met:

- **COMPLETION OF THE USED MOTOR VEHICLE DEALER TRAINING COURSE**
- **ALL USED MOTOR VEHICLE DEALER PHYSICAL REQUIREMENTS**

Fees are non-refundable

Make check payable to "Ohio Treasurer of State." Fees are as follows: (DO NOT SEND CASH)

Title Defect Rescission Fund*	\$ 150.00
Permit	\$ 50.00
Postage	\$ 4.50
Master Plate	\$ 50.25
SUBTOTAL FEE	\$ 254.75
**Additional Plate(s) (Optional) \$10.25 x _____	\$
GRAND TOTAL FEE	\$

*The BMV is required to collect a \$150.00 initial application fee on behalf of the Title Defect Rescission Fund. For information or questions on the Title Defect Rescission Fund, contact the Ohio Attorney General's Office at www.ohioattorneygeneral.gov or 1-800-282-0515.

INITIAL	The requested number of plates is based upon the projected sales volume. I understand that an audit of sales will automatically occur upon renewal of the license or upon the request of the registrar. It is understood that dealer plates shall not be used contrary to R.C. 4503.30 and may be subject to confiscation.
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** Additional plates may be requested and renewed based upon annual sales (see chart).

Annual Sales	Max. plates
1 – 10	2 plates
11 – 25	3 plates
26 - 49	4 plates
50 – 99	5 plates
100 – 250	10 plates
251 +	unlimited

It is understood that a physical inspection will be performed by BMV Investigations prior to or after the issuance of the license at the discretion of the Registrar.

I understand that if the licensed location fails to meet any of the requirements, it will immediately be referred to the Motor Vehicle Dealers Board for possible suspension or revocation of the license.

I understand that the registrar of motor vehicles must be notified if any change of status of the licensed location, including but not limited to, personnel of ownership, relocation of the place of business, posted business hours, and business telephone number.

I affirm that the motor vehicles owned by this business will be insured or have other financial responsibility coverage, will not be operated without financial responsibility coverage and will not be used as commercial vehicles unless so registered.

I also affirm that all statements in the foregoing application and in any additional documentation are true and correct and that I, as owner, as a partner, president, member, trustee, or principal owner have the authority to sign this application and to make the statements contained herein.

PRINTED OR TYPED NAME OF SIGNER	TITLE
SIGNATURE (OWNER, PARTNER, PRESIDENT, MEMBER, TRUSTEE, OR PRINCIPAL OWNER) X	DATE OF APPLICATION

NOTARY

Subscribed and sworn to before me this _____ day of _____, _____ in the county of _____ State of Ohio.

(SEAL)

My commission expires _____ **X** _____
SIGNATURE

RETURN THE COMPLETED APPLICATION, PHOTOS, OTHER SUPPORTING DOCUMENTS, AND FEES TO:

Ohio Bureau of Motor Vehicles
Attention: Dealer Licensing Section
P.O. Box 16521
Columbus, Ohio 43216-6521

For additional information and laws visit our Web site at www.ohioautodealers.com.