



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

**MOTOR VEHICLE DEALER LICENSING
INFORMATION AND INSTRUCTIONS**

WHO NEEDS A LICENSE?

Any person engaged in the business of offering for sale, displaying for sale, or selling motor vehicles at retail is required to obtain an Ohio dealer's license. Wholesale purchases and sales may be made incidentally to, and in support of, engaging in business at retail. No applicant for license shall engage in any aspect of business as a dealer until the license has been issued.

REQUIREMENTS FOR OBTAINING A NEW or USED MOTOR VEHICLE DEALER LICENSE

- Application to Deal in Motor Vehicles** (BMV 4320): The application must be typed or legibly printed in ink. All blocks must be completed and all questions answered on the application, including the home address and social security number of the owner, all partners, corporate officers, members, and trustees. Vendor numbers can be obtained by contacting your County Auditors Office. Federal Tax ID Number or Employer Identification Number (EIN) can be obtained by contacting the Internal Revenue Service at www.irs.gov or (800) 829-4933.
- An Approved Physical Inspection of Retail Location:** An on-site inspection of the premises will be conducted by a Bureau of Motor Vehicles investigator to determine if the location meets ALL the physical requirements. Once a license is issued, the dealership is subject to random inspections, including inspection of pertinent records. See checklists on page 4 or 5.
- Photographs of the Lot, Office, and Sign:** No inspection will be scheduled until photos are received. At the time of application, the applicant must provide clear photographs (via mail or email) of the location showing, 1) the lot, 2) the office (inside and outside), and 3) business name sign, including any registered trade names. No applicant shall be issued a license unless their application shall show the business for which the license is sought is equipped with a suitable sign, properly maintained and prominently displayed, and permanent, identifying the ownership of said business in the same name in which the application is filed. Sign letters identifying the business shall be no less than six (6") inches high.
- Bureau of Criminal Identification & Investigation** (BCI&I): Ohio residents who are owners, all partners, the president, all members owning 10% or more and all trustees **MUST** be electronically fingerprinted and **have the results forwarded** to the Dealer Licensing Section, P.O. Box 16521, Columbus, Ohio 43216-6521. Visit www.webcheck.ag.state.oh.us and go to WebCheck Community, then WebCheck Community Listing for a complete listing of electronic fingerprinting locations in Ohio.

NOTE: Only Out-of-State applicants may submit a fingerprint card, exemption form and processing fee in lieu of having their prints electronically scanned. Please contact the Dealer Licensing Section at 614-752-7636 to obtain a fingerprint card and an exemption form.

NOTE: Manufactured Home Broker applicants are not required to submit fingerprints.

NOTE: Reasons the Bureau of Motor Vehicles may DENY this application.

1. Any felony conviction after December 7, 1986.
2. Any misdemeanor or felony conviction (regardless of the conviction date) related to dealing in motor vehicles.

Any arrest that shows up on the criminal background check that cannot clearly be identified as a non felony or not related to dealing in motor vehicles will require journal entries showing final disposition. **Failure to submit this information will result in a delay in the processing of the application.**

LIMITED LIABILITY COMPANY APPLICANTS

Electronic Fingerprints are required on each:

- Individual and/or;
- Member owning 10% or more of the business making application. If no members own 10% or more of the business making application, then the electronic fingerprint is required on each officer elected to represent those members. If a corporation is listed as a member of the limited liability, the president of the corporation, and the individual signing the application, if applicable, must submit an electronic fingerprint;
- If a trust is listed as a member, Trustee of the trust.

Two or More Dealers Operating at the Same Location: A Certificate of Compliance form BMV 4347, must be filed with this office when two or more dealerships are engaged in business at the same place. A copy must also be filed with the Articles of Incorporation at the Secretary of State's Office. The form certifies that all dealers agree to be jointly, severally, and personally liable for all liabilities arising from their engaging in business at the same location. The facility shall be open and attended by at least one licensed salesperson from each of the dealerships, or by the dealer principal from each of the dealerships operating from that place. Dealerships operating from the same place should not be a method by which one of the dealerships may violate dealer law, including not being appropriately staffed or attended, or engaging in wholesale only activities.

Certified Copies (Secondary Locations): A dealer may have more than one place of business in the same county, and may make application for what the Ohio Revised Code refers to as a "certified copy" of the license for each additional place of business operated. This is referred to as a secondary location license. An application for certified copy, form BMV 4335, must be submitted for each location. The application must be accompanied by photographs of the location (see photograph requirements on the first page), and appropriate fees. If you intend to sell new motor vehicles at this location, you must also submit a statement of franchise; form BMV 4319, for each new make of vehicle to be offered for sale. Additional locations must also meet all physical requirements. Secondary locations located within the same taxing district as the primary location are not eligible for the issuance of a second set of dealer license plates. Additional license plates may be ordered by the primary location and can be used by both locations. NOTE: Additional locations in different counties are not certified copies; therefore a new dealer application, form BMV 4320, is required.

If a dealer permit is lost, mutilated, or destroyed, a duplicate permit may be obtained by submitting an application for duplicate permit, form BMV 4335, and the appropriate fee.

Notice of Franchise Agreements on BMV Statement of Franchise Form for Applicants Selling New Only: Applicants for a new motor vehicle dealer, you must submit a Statement of Manufacturer/Distributor Franchise, form BMV 4319, for each new make of motor vehicle to be offered for sale, certifying that the dealership has a franchise agreement with a manufacturer or distributor of motor vehicles to **service and sell** certain makes of "new" motor vehicles.

Dealer Selling Remanufactured Vehicles: Certain new motor vehicles may be sold without being franchised by the chassis manufacturer. If the vehicles to be sold can be defined in Section 4517.01 (GG) of the Ohio Revised Code, you may need to meet the requirements and be licensed as a dealer of new "remanufactured" motor vehicles. Please contact our office for a comprehensive packet of information that explains the additional requirements to deal in new remanufactured motor vehicles. The informational packet also includes an explanation of the process for making application for title on a remanufactured vehicle.

**** WORKSHEET TO CALCULATE FEES FOR A DEALER LICENSE ****

Use the following list of fees as a worksheet, before transferring the information to the application (BMV 4320). Some of the fees for license and plates are mandatory and others are optional.

Permit (Required)	1	@ \$50.00	=	\$50.00
Master Plate (Dealer Required, Leasing optional, Brokers not eligible)	1	@ \$50.25	=	+
Postage (Required if plates are requested) See note below	1	@ \$ 2.75	=	+
Additional Plates (optional)		@ \$10.25 each		+
NOTE: DO NOT pay more than the one time postage fee of \$2.75		TOTAL FEES DUE	=	

Please make check payable to *“Ohio Treasurer Kevin L. Boyce”*

FEES ARE NON-REFUNDABLE

**** PROCESSING TIME FOR YOUR DEALER LICENSE ****

It can take up to six weeks to issue a license once an application is received in our office. However, if the application is incomplete, including missing documentation; such as, photos, background check, etc. expect delays. The licensee will receive a dealer wall permit, interim master dealer license plate and the stickers and registration cards for all dealer license plates ordered. License plates will be manufactured and shipped via courier service to only the physical license location.

**** ADDITIONAL BUSINESS INFORMATION ****

All licenses expire the last day of March biennially (every two years). Renewal applications will be mailed to the licensed business address no later than January 31.

The business hours must be prominently displayed. The business must be open and attended during the posted business hours, by the owner, a partner, president of the corporation, member of a limited liability company, trustee of a business trust, or licensed salesperson.

The dealership shall be used and identified exclusively for the purpose of offering for sale, displaying for sale, or dealing in motor vehicles.

If you have any questions or need applications visit our Web site at www.OhioAutoDealers.com or call the Dealer Licensing Section at 614-752-7636.

**** PHYSICAL CHARACTERISTICS REQUIRED OF “NEW” MOTOR VEHICLE DEALERS ****

WHO NEEDS A “NEW” LICENSE?

Any person engaged in the business of offering for sale, displaying for sale, or selling “new” motor vehicles at retail is required to obtain an Ohio motor vehicle dealer’s license. A separate “used” license is not required. Only “new” physical characteristics are needed to be met.

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), verifiable upon request by the Registrar in the sum of at least \$75,000 (seventy-five thousand dollars). You may wish to contact a Certified Public Accountant for specific information.

A “new” motor vehicle dealership must have and maintain the following minimum physical characteristics to receive or maintain a license. Use the following checklist to compare the characteristics of your established place of business and make any necessary changes prior to submitting an application.

CHECKLIST

- Space under roof for the display of at least one new motor vehicle:** Persons that offer for sale, display for sale, or sell **only** manufactured homes, tent-type fold-out camping trailers, trailers, semi-trailers or park trailers are not subject to the requirement that the place of business have space under roof for displaying, servicing or repairing of at least one new motor vehicle.
- Space under roof for the servicing and repair of at least one new motor vehicle:** The service and repair facility may be separate from the new motor vehicle dealer’s sales facility but not more than one mile and is used by the dealer to perform, repairs, warranty work, recall work and maintenance on motor vehicles pursuant to a franchise agreement.
- A sign showing the exact name of the business as it appears on the application:** At the time of application, the applicant must provide clear photographs (via mail or email) of the location showing, 1) the lot, 2) the office (inside and outside), and 3) business name sign, including any registered trade names. No applicant shall be issued a license unless their application shall show the business for which the license is sought is equipped with a suitable sign, properly maintained and prominently displayed, and permanent, identifying the ownership of said business in the same name in which the application is filed. Sign letters identifying the business shall be no less than six (6") inches high.
- The dealership must be used exclusively for the purpose of offering for sale, displaying for sale, or dealing in motor vehicles:** 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 operated in support of the dealership. Those departments may include, but not limited to, parts, service, paint and repair.

The above requirements must be met to obtain a license or the application will be denied. All requirements must be maintained for the entire period for which the license is held or the license may be suspended or revoked. **Read Ohio Revised and Administrative Code Chapters 4517 and 4501:1-3 for complete laws and additional provisions that may affect the application or license.**

**Dealer Licensing Section
P.O. Box 16521
Columbus, Ohio 43216-6521
www.OhioAutoDealers.com**

**** PHYSICAL CHARACTERISTICS REQUIRED OF "USED" MOTOR VEHICLE DEALERS ****

WHO NEEDS A "USED" LICENSE?

Any person engaged in the business of offering for sale, displaying for sale, or selling used motor vehicles at retail or wholesale is required to obtain an Ohio motor vehicle dealer's license. Individuals disposing of their personal vehicles may make up to five casual sales of motor vehicles in a twelve-month period, without a dealer's license.

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), verifiable upon request by the Registrar in the sum of at least \$75,000 (seventy-five thousand dollars). You may wish to contact a Certified Public Accountant for specific information.

A "used" motor vehicle dealership must have and maintain the following minimum physical characteristics to receive or maintain a license. Use the following checklist to compare the characteristics of your established place of business, and make any necessary changes.

CHECKLIST

- The proposed location must be easily accessible from a public roadway and identified as a motor vehicle dealership.
- An established place of business which shall include a lot of at least 3,500 square feet, not including driveways, with adequate ground cover of a hard surface (gravel, concrete, etc.) to prevent the collection of dust, mud, water, or other unsightly conditions.
- The display lot must be separated from any other business or residence with a permanent physical barrier that is sufficient to deter normal vehicular and pedestrian traffic. The barrier may not be able to be moved or removed.
- A permanent office of at least 180 square feet of usable office area, located on the display lot, which shall be kept in a neat and orderly fashion. The office must include the following:
 - Desk
 - Three Chairs
 - Filing Cabinet
 - Electric lighting sufficient for an office
 - Heating sufficient for an office
 - Telephone, in service at all times, listed and answered in the dealership's name
- A sign showing the exact name of the business as it appears on the application: At the time of application, the applicant must provide clear photographs (via mail or email) of the location showing, 1) the lot, 2) the office (inside and outside), and 3) business name sign, including any registered trade names. No applicant shall be issued a license unless their application shall show the business for which the license is sought is equipped with a suitable sign, properly maintained and prominently displayed, and permanent, identifying the ownership of said business in the same name in which the application is filed. Sign letters identifying the business shall be no less than six (6") inches high.
- The business hours must be prominently displayed.

The above requirements must be met to obtain a license or the application will be denied. All requirements must be maintained for the entire period for which the license is held or the license may be suspended or revoked. **Read Ohio Revised and Administrative Code Chapters 4517 and 4501:1-3 for complete laws and additional provisions that may affect the application or license.**