



REQUIREMENTS AND INSTRUCTIONS FOR COMPLETING APPLICATIONS FOR AUCTION OWNER'S LICENSE

WHO NEEDS A LICENSE?

Motor Vehicle Auction Owner: Any person who is engaged wholly or in part in the business of auctioning motor vehicles.

WHAT DOES THE APPLICATION CONSIST OF?

- Application for Auction Owner's License** (BMV 4325): 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 or Employer Identification numbers (EIN) can be obtained by contacting the Internal Revenue Service at www.irs.gov or (800) 829-4933.
- An Approved Physical Inspection of the 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 auction is subject to random inspections, including inspection of pertinent records. See checklist on page 2.
- Photographs of the Location, 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 location, 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.

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.

CHECKLIST

A motor vehicle auction owner shall have an established place of business that consists of the following physical characteristics to receive and maintain a license. Use the following checklist (☑) to compare the characteristics of your established place of business, and make any necessary changes prior to inspection.

- An office area that is permanent in nature. The office shall be kept neat and orderly and must include at minimum; a landline telephone number (not a cellular phone) in service at all times that is listed in the local telephone directory and answered in the name of the motor vehicle auction owner, electric lighting and heating sufficient for an office.
- At least one area, under permanent roof, that is large enough that motor vehicles may be moved through, and where such motor vehicles may be offered at auction.
- The auction shall be separated by a permanent physical barrier, as defined in Administrative Code rule 4501:1-3-08, from a home or personal residence, a motor vehicle dealership, a salvage motor vehicle dealership or pool, or a salvage motor vehicle auction.
- A permanent sign in the exact name of the business as it appears on the application, with letters at least six inches (6") high. The business sign shall be prominently displayed, properly maintained and permanent.
- Posted business hours. The business hours shall be posted in a conspicuous place near the entrance of the auction owner's licensed premises. The business shall be open a minimum of twenty hours per week, which at least ten shall occur Monday through Friday, from nine a.m. to five p.m.
- The office and auction shall be kept neat and orderly at all times and shall not be used as storage or other utility area. The office shall be clearly identified, easily accessible, and open for business during business hours. It shall be open to the general public ONLY when a public auction of repossessed motor vehicles is being conducted and it must be separate from the dealer auction.

DO YOU NEED IN-TRANSIT PLATES?

You may apply for **In-Transit** license plates to be used in conjunction with your auction business. These license plates may only be used on motor vehicles being transported from any individual, firm, or corporation to any point of destination.

Use the following list of fees as a worksheet, before transferring the information to the application. Some of the fees for license and plates are mandatory and others are optional, depending on your needs.

Auction Owner License	(Required)	\$100.00
Master In-Transit License plate	(Optional)	\$100.25
Postage (required if license plates are ordered)	(Optional)	\$ 2.75
_____ Additional Plates @ \$6.25 each	(Optional)	
TOTAL FEES DUE		=

FEES ARE NON-REFUNDABLE

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

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

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.

**Return completed form to:
Ohio Bureau of Motor Vehicles
Dealer Licensing Section
P.O. Box 16521
Columbus, Ohio 43216-6521**

www.OhioAutoDealers.com