



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**REQUIREMENTS AND INSTRUCTIONS FOR COMPLETING APPLICATIONS  
FOR A DISTRIBUTOR'S LICENSE**

**Who Needs A License?**

**Motor Vehicle Distributor:** Any person authorized by a motor vehicle manufacturer to distribute new motor vehicles to licensed new motor vehicle dealers, but does not mean a person who only assembles or installs a body, special equipment unit, finishing trim, or accessories on a motor vehicle chassis supplied by a manufacturer or distributor.

**What Does The Application Consist Of?**

- Application** - The application must be typed or legibly printed in ink. All blocks must be completed and all questions answered, including the home addresses, phone numbers, and social security numbers of the owners, all partners, corporate officers, members, and trustees of the application.
- Photographs of the Location and Sign** - The applicant must provide clear photographs of the location showing the place of business and sign, including any trade names. The sign must be in the exact name of the business, as indicated on the application, including any registered trade names, permanent, and properly maintained. Letters on the sign must be at least six inches (6") high.
- Fingerprinting/Criminal History Checked** - 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](http://www.webcheck.ag.state.oh.us) and click on WebCheck Community for a complete listing of electronic fingerprinting locations in Ohio.

\*Out-Of-State residents may submit a fingerprint card and processing fee. **Do not send the fingerprint card directly to BCI & I.** Acceptable fingerprint cards(s) may be obtained only by contacting the Dealer Licensing Section at (614) 752-7636.

If BCI & I reports that the person has ever been arrested for any reason, has a criminal record, or is a multi-state offender, the applicant should expect significant delays.

The person(s) being fingerprinted can reduce the possibility of having the application delayed by explaining their circumstances fully and completely on a separate sheet and submit a copy of the court's journal entry showing the final disposition of their arrest and/or conviction, and the charge they were convicted of, if any, and attaching it to this application. (Limited Liability and Business Trust applicants, please see *Important Information* on page 2.)

**NOTE: Any felony conviction – or any misdemeanor conviction related to dealing in motor vehicles – is reason for the Bureau of Motor Vehicles to DENY this application.**

- Notice of Appointment as a Distributor by a Motor Vehicle Manufacturer on BMV Statement of Contract Form, BMV 4319** - Application for distributor's license ONLY: Distributors must submit a Manufacturer/Distributor Statement of Contract form BMV 4319 certifying that the distributor has been authorized by the manufacturer to distribute new motor vehicles in the state of Ohio.

### What Type Of Plates Do You Qualify For?

You may apply for **Distributor** license plates to be used in conjunction with your distributorship. These license plates may be used on any motor vehicle, other than commercial cars, or on any motorized bicycle owned by the distributor, or lawfully in the possession or control of the distributor, his agent, or employee. **Out-of-state applicants do not qualify for license plates.**

### What Are The Fees For Obtaining A License?

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

Distributor licenses (required) \$100.00  
**LICENSE FEE**

#### DISTRIBUTOR OPTIONAL PLATES

<input type="checkbox"/> Master distributor license plate @ \$50.25	\$
<input type="checkbox"/> _____ Additional plates @ \$10.25 ea.	\$
<input checked="" type="checkbox"/> Postage (required if license plates are ordered)	\$ 2.75
<b>PLATE FEE</b>	\$
<b>TOTAL FEES DUE</b>	\$

#### FEES ARE NON-REFUNDABLE

Please make check payable to "OHIO TREASURER KEVIN L. BOYCE."

### IMPORTANT INFORMATION!

#### 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.

#### Business Trust Applicants

Electronic Fingerprints are required on each:

- Individual listed as a trustee;
- If a corporation is listed as a trustee, the president of each corporation listed as trustees;
- The person signing the application, if he or she is different from the trustee or president/trustee.

### ***Additional Information***

- 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.
- Ohio Administrative Code Section 4501:1-3-33 requires applicants who deal in motor vehicles to notify the Bureau of Motor Vehicles of any change in status of the applicant with respect to: business name, including any registered trade names; location; owner, partner(s), officer(s) of a corporation, members or trustees. An application, for a name or address change, form BMV 4443, is available on our web site [www.OhioAutoDealers.com](http://www.OhioAutoDealers.com) under downloadable forms. Notification of changes in status must be submitted, in writing, within 15 days after the change.
- A dealer intending to go out of business must submit a letter of termination, along with the dealer permit and all dealer plates, for cancellation. All business related to dealing in motor vehicles must cease at the moment the dealer notifies this office of the intent to cancel the license. Any additional purchases, title work, sales, or acting as a dealer will be viewed as illegal, and this office may ask for prosecution.
- 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. 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 4325, 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.

If you have any questions, or need applications and/or forms, visit “FAQ” and “downloadable forms” on our web site [www.OhioAutoDealers.com](http://www.OhioAutoDealers.com) or call the Dealer Licensing Section at (614) 752-7636.

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