



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

MOTOR VEHICLE SALESPERSON LICENSE INFORMATION AND INSTRUCTIONS

WHO NEEDS A LICENSE?

All employees who offer for sale, display for sale or sell motor vehicles for a dealer must be licensed as a salesperson. All employees that offer to lease, make available for lease or lease motor vehicles to another person for personal, family, or household use, must be licensed as a salesperson.

Full time or part time salespersons **must** apply for a salesperson's license immediately upon being hired by a licensed motor vehicle dealer, and shall be **prohibited** from offering for sale, displaying for sale or selling motor vehicles until such employee is **licensed**. [ORC 4517.01 (N) and 4517.02]

Individual owners, partners in a motor vehicle dealership, and members of an LLC are **not** required to have a salesperson's license. Also, the president of a corporation is **not** required to have a salesperson's license, however, all other officers who sell motor vehicles must be licensed.

A person who holds a valid Ohio salesperson's license is **not** required to have a leasing salesperson's license for the same dealership.

APPLICATION REQUIREMENTS FOR SALESPERSON LICENSE

NEW/FIRST

Persons who have not held a valid Ohio Salespersons license during the past (12) months are considered New/First applicants and must submit the following:

- Application for license (BMV 4301). **All blanks/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.**
- All **Ohio** residents **must be electronically fingerprinted** and have the results forwarded to the Dealer Licensing Section, P.O. Box 16521, Columbus, Ohio 43216-6521.
Out-of-State applicants may submit a fingerprint card, exemption form, \$10.00 licensing fee and processing fee.
- \$10.00 licensing fee.

For a complete listing of electronic fingerprint locations in Ohio visit www.webcheck.ag.state.oh.us and click on WebCheck Community.

TRANSFER/REINSTATEMENT

Persons who hold a valid Ohio Salespersons License may transfer their license from one licensed dealership to another or reinstate a license if rehired after leaving a dealership by submitting the following:

- Application for license (BMV 4301). **All blanks/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.**
- \$4.00 license fee.

A transfer is not necessary if the salesperson is simply moving to another dealership owned by that same corporation, even if it is located in another county.

RENEWAL AND TRANSFER

Persons who need to renew and transfer their license from one dealership to another, at the same time must submit the following:

- Application for license (BMV 4301). **All blanks/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.**
- \$10.00 license fee.

DUPLICATE

Persons whose current license is lost, mutilated or destroyed may apply for a duplicate license by submitting the following:

- Application for license (BMV 4301). **All blanks/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.**
- \$2.00 license fee.

Make checks payable to: ***“Ohio Treasurer Kevin L. Boyce”***

FEES ARE NON-REFUNDABLE

IMPORTANT INFORMATION

- If the applicant answers “YES” to any question, the applicant must provide journal entries showing final disposition and a written explanation with the application for license. Failure to do so will result in the delay in issuance of the license.
- Additional information may be required if any arrest shows up on the criminal background check that cannot clearly be identified as not related to dealing in motor vehicles.
- All salespersons licenses expire on the last day of June biennially, every two years.
- The dealer must submit a salesperson termination notice to the Ohio Bureau of Motor Vehicles, Dealer Licensing Section, or cancel online at www.OhioAutoDealers.com immediately if a salesperson leaves his/her employ.

If you have any questions, or need applications and/or forms, visit ‘Download Forms’ and ‘Frequently Asked Questions’ (FAQ) on our Web site www.OhioAutoDealers.com or call the Dealer Licensing Section at (614) 752-7634.