



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

INSTRUCTIONS TO DEALERS SELLING TEMPORARY TAGS/APV OFF-HIGHWAY STICKERS

*The purchaser of a vehicle applying for a temporary license placard or windshield sticker under this section shall execute an affidavit stating that the purchaser has not been issued previously during the current registration year a license plate that could legally be transferred to the vehicle. **Ohio Revised Code (ORC) Section 4503.182.***

*The purchaser of an off-highway motorcycle or all-purpose vehicle, upon application and proof of purchase, may obtain a temporary license placard. **ORC Section 4519.10.***

ISSUANCE GUIDELINES

The **privilege** to purchase and issue temporary tags/off-highway stickers by a dealership is granted by the Registrar of the Bureau of Motor Vehicles, through ORC Section 4503.182 and 4519.10.

To issue a temporary tag, there must be a legitimate purchase order for a motor vehicle as outlined in the ORC section 4517.26. The temporary tag may only be issued by the licensed motor vehicle dealer who executed the purchase order and the purchaser does not have license plates that can be legally transferred to the newly purchased vehicle.

Dealers are **NOT** permitted to issue a second temporary tag to any individual. If the situation arises where the tag will expire before a title can be issued, the customer may go to a local Deputy Registrar with the original purchase order and their copy of the first temporary tag registration application to request a hardship temporary tag.

If two or more dealerships are operating from the same location, make certain that the temporary tag inventories are kept separate at all times. You are **NOT** permitted to sell, lend, or give your temporary tags or registration applications to another dealer. If this occurs, your privileges of selling Temporary Tags may be suspended. Each dealer is responsible for tags and applications consigned to their dealership.

All temporary tags issued (or voided) must be reported by submitting a temporary tag registration application (or Dealer Temporary Tag Void Form) to the BMV, Temporary Tag Unit, within forty-eight (48) hours of issuance or being voided.

Note: WE Dealers must report issuances and voids via electronic means, within 48 hours of issuances.

APPLICATIONS/TEMPORARY TAG INVENTORY GUIDELINES

Application Inventory:

An application must be completed for each temporary tag sold. It is not necessary to report voided applications. **DO NOT** pre-print temporary tag numbers on the applications.

Application numbers are for tracking purposes only and do not directly correspond with the temporary tag number. If an error is made on the application, simply destroy that application and use a new one.

One application per tag is provided with each consignment. Additional applications may be requested, on a limited basis.

NOTE: Incorrect or incomplete registration applications will be returned to the dealership for completion, and must be corrected within 48 hours. Continuous corrections may result in the suspension of your temporary tag privileges.

Temporary Tag Inventory:

For auditing purposes temporary tags must be issued in numerical order.

Allow a full thirty (30) days, from the date of issuance, adjusting for 28 and 31 day months. **DO NOT** pre-write on temporary tags prior to issuance they will be considered as used and a refund will not be granted.

Complete the temporary tag by using a thick black waterproof marker. The expiration date **must** overlay the security feature filling the entire boxes. All boxes must be completed and holes punched to be a valid.



If a customer has a temporary tag that has been damaged, lost, or stolen, please contact the Temporary Tag Unit immediately.

Dealers are **NOT** permitted to charge more than \$18.50 per temporary tag and **NOT** more than \$5.50 per off-highway/APV sticker.

Please maintain at least a one month supply of tags and applications.



Record Retention:

Records must be maintained and easily accessible for a period of three (3) years, as required by Ohio Administrative Code 4501:1-3-04.

For your convenience there is a temporary tag log sheet BMV 4428 to assist in inventory control or you may develop your own.

ORDERING OPTIONS

There are a number of options as to order temporary tags:

1. **Online-** Log in to our online services at www.OhioAutoDealers.com. Payment is made by using an Electronic Check **ONLY**. Orders are shipped to the licensed location by the contracted courier within one to three business days.
2. **Mail-In-** Download the Request Temporary Tag Form BMV 4381 and mail with payment to the address listed on the request form. Please allow two to four weeks for processing. Orders will be shipped to the licensed location by the contracted courier.
3. **Walk-In-** Request forms may be brought in with payment to the business location listed on the request form.
4. **Fax-n-Go-** Request form may be faxed ahead of pick-up to help shorten your wait time. Refer to the request form for the fax number and additional details.