



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

REQUIREMENTS AND INSTRUCTIONS FOR COMPLETING APPLICATIONS FOR CONSTRUCTION EQUIPMENT AUCTION LICENSE

WHO NEEDS A LICENSE?

Motor Vehicle Auction Owner: Any person who is engaged in the business of auctioning large construction or transportation equipment and motor vehicles.

WHAT DOES THE APPLICATION CONSIST OF?

- Application for Construction Equipment Auction License (BMV 4324):** 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.
- 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.ohioattorneygeneral.gov select Services, select Background Check, then select Webcheck locations for a complete listing of electronic fingerprinting locations in Ohio.
- Photo of the 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.

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.

Found guilty of any fraudulent act in connection with selling or otherwise dealing in auctions, vehicles or equipment.

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 Construction Equipment Auction License 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.

- Maintains a permanent auction site within this state that is at least ninety acres in size and maintains over sixty thousand square feet of total facility space.
- The construction auction shall be primarily in the business of selling large construction and transportation equipment, receives more than one million dollars in gross annual sales in this state, and derives not more than ten percent of the person's gross annual sales revenue in this state from the sale of motor vehicles having a gross vehicle weight rating of ten thousand pounds or less.
- 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 construction equipment auction's premises.
- 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.

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. To obtain an **In-Transit** license plate application (BMV 4366) see our Web site: www.OhioAutoDealers.com for forms and information.

- A Construction Equipment Auction License shall expire five years from the date of issuance.

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