



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**REQUIREMENTS AND INSTRUCTIONS FOR COMPLETING APPLICATIONS  
FOR SALVAGE DEALER BUYER'S IDENTIFICATION CARD**

**WHO NEEDS A BUYER'S IDENTIFICATION CARD?**

Employees of salvage dealerships who wish to purchase salvage motor vehicles at Ohio salvage motor vehicle auctions or Ohio salvage motor vehicle pools must obtain an Ohio buyer's identification card, and exhibit the card in plain view during each auction or sale.

**INSTRUCTIONS (Also applies to out-of-state buyers)**

**Submit the following to the Bureau of Motor Vehicles, Dealer Licensing Section:**

- Completed application (BMV 4420).
- Police report completed by the applicant's local law enforcement agency.
- One professionally taken passport size photograph (2"X2").
- Out-of-state applicants must submit a copy of the valid salvage dealer's license, or a comparable license issued from their home state and **a copy of that state's licensing requirements**. Visit our web site to see which states are eligible for an out-of-state buyer ID card. If your state is not listed, include your states' salvage dealer licensing requirements (See the reverse side for further information).
- \$35.00 application fee.

**HELPFUL INFORMATION**

- A maximum of three (3) buyer cards can be issued to a salvage dealer. The owner may apply and may designate up to two employees to act as buyers for the license.
- If the applicant answers "YES" to question No. 6, the applicant must submit written details, copies of journal entries, judgments, court records, or other documentation related to the answer.
- All buyer identification cards expire the last day of July, biennially (every two years). Renewal applications are automatically forwarded to the dealer.
- Buyer identification cards are non-transferable, and must be returned to the BMV if employment is terminated.
- If a buyer identification card is lost, stolen, or damaged, the licensee may make application for a duplicate card. The fee for a duplicate is \$35.00. One passport size photograph must be submitted with each completed application for a duplicate buyer identification card. Damaged cards must be returned to the BMV.
- A replacement renewal sticker may be obtained by submitting a completed application and a \$35.00 fee.
- Make checks payable to, "**Ohio Treasurer Kevin L. Boyce**"

**FEES ARE NON-REFUNDABLE**

**Mail completed applications, supporting documents, and fee to:**

Ohio Bureau of Motor Vehicles  
Dealer Licensing Section  
P.O. Box 16521  
Columbus, Ohio 43216-6521

**\*\*OUT-OF-STATE APPLICANT REQUIREMENTS\*\*  
ON REVERSE SIDE**

# SALVAGE DEALER BUYER IDENTIFICATION CARDS OUT-OF-STATE APPLICANT REQUIREMENTS

## WHO NEEDS A BUYER'S IDENTIFICATION CARD?

Employees of motor vehicle salvage dealerships located in other states who wish to purchase salvage motor vehicles at Ohio salvage motor vehicle auctions or Ohio salvage motor vehicle pools and who qualify, must obtain an Ohio buyer's identification card.

## DEFINITION

"Motor vehicle salvage dealer" means any person who engages in business primarily for the purpose of selling salvage motor vehicle parts, and secondarily for the purpose of selling at retail salvage motor vehicles or manufacturing or selling a product of gradable scrap metal. [ORC Section 4738.01(A).]

## WHO QUALIFIES FOR A CARD?

Any person who holds a valid salvage motor vehicle dealer's license, or a comparable license from another state that imposes qualifications and requirements with respect to the license that are equivalent to those required by Chapter 4738 of the Ohio Revised Code may make application and receive a buyer's identification card. The person shall make application to the registrar, who shall, based upon his investigation, issue a buyer's identification card to those applicants determined to be qualified. [ORC Section 4738.18 (D)]

## COMPLETING THE APPLICATION

Read and submit the information indicated in the "Instructions" & "Helpful Information" sections located on the reverse side of this form, except that police reports are not required for Pennsylvania applicants.

## EXPECTATIONS

***The Card Must Be Displayed*** – The Bureau of Motor Vehicles expects all buyer ID holders to have the card displayed in plain view for anyone to see while that person is at an Ohio salvage auction or pool. If the card is not displayed, or the buyer lost it or left the card at home, no access should be permitted into the salvage auction, and no bids permitted by that buyer. Sanctions will be imposed on any salvage auction or pool that permits access to someone who does not have a card, or who refuses to exhibit the card.

***The Representative Must Be An "Employee"*** – The applicant for the card must be an "employee" by legal definition, for the salvage dealership, and not someone who works independently of the salvage dealership. Every application for someone who is not an employee will be denied for, among other things, making a false statement on the application.

[www.OhioAutoDealers.com](http://www.OhioAutoDealers.com)