



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

**APPLICATION FOR ADDRESS, NAME/DBA, OR
DEALER LICENSE TYPE CHANGE**

- Change of Address Applicants, complete Sections I & II, VII & VIII
- Change of Business Name Applicants, complete Sections I, III, VII & VIII
- Add or Remove a DBA Name, complete Sections I, IV, VII & VIII
- Add or Remove a P.O. Box, complete Sections I, V, VII & VIII
- Change Dealer License Type, complete Sections I, VI, VII & VIII

COMPLETE ALL SECTIONS THAT APPLY

SECTION I		CURRENT INFORMATION	
BUSINESS NAME	PERMIT #	PLATE #	
DBA OR FICTITIOUS NAME	BUSINESS TELEPHONE #		
BUSINESS STREET ADDRESS	PO BOX		
CITY	STATE	ZIP CODE	COUNTY

SECTION II		CHANGE OF ADDRESS	
PROPOSED NEW BUSINESS STREET ADDRESS	BUSINESS PHONE, IF DIFFERENT THAN ABOVE		
CITY	STATE	ZIP CODE	COUNTY
<p>1) FRANCHISE MOTOR VEHICLE DEALERS: Indicate below each NEW make to be sold and submit Statements of Contract, BMV 4319, for each new make of vehicle to be offered for sale, showing the new business address.</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>			
<p>2) Contact your County Auditor to determine if a new vendor's number is required. If yes, enter new vendor number. _____</p>			
<p>3) Are you or do you intend on sharing the proposed business location with another licensed motor vehicle dealer? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, indicate the business name and, if available, the permit number of the other dealer and submit a Certificate of Compliance form, BMV4347.</p>			
BUSINESS NAME	PERMIT NUMBER		
<p>4) Was the proposed business location previously occupied by another motor vehicle dealer? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, indicate the business name, if available.</p>			
BUSINESS NAME			
<p>5) Submit photographs of the proposed business location's lot, office (inside and outside), and business sign(s). The sign must be in the exact name of the business, as indicated on the application, including any registered trade names, permanent, prominently displayed and properly maintained. Letters on the sign must be at least six inches (6") high. Photographs, in jpg format only, may be e-mailed to DEALERPHOTOS@DPS.STATE.OH.US. Please include your business name and permit number in the subject of your email.</p>			

SECTION III	CHANGE OF BUSINESS NAME
1) NEW BUSINESS NAME	
2) FRANCHISE MOTOR VEHICLE DEALERS: Indicate below each NEW make to be sold and submit Statements of Contract, BMV4319 for each new make of vehicle to be offered for sale, showing the new business name.	
3) Submit photographs of the new business sign. The sign must be in the exact name of the business, as indicated on the application, permanent, prominently displayed and properly maintained. Letters on the sign must be at least six inches (6") high. Photographs, in jpg format only, may be emailed to DEALERPHOTOS@DPS.STATE.OH.US . Please include your business name and permit number in the subject of your email.	

SECTION IV	ADD OR REMOVE A DBA NAME
1) DBA OR FICTITIOUS NAME	<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE
2) DBA OR FICTITIOUS NAME	<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE
3) DBA OR FICTITIOUS NAME	<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE
4) Submit photographs of the new business sign(s). The sign must be in the exact name of the business, as indicated on the application, including any registered trade names, permanent, prominently displayed and properly maintained. Letters on the sign must be at least six inches (6") high. Photographs, in jpg format only, may be emailed to DEALERPHOTOS@DPS.STATE.OH.US . Please include your business name and permit number in the subject of your email.	

SECTION V	ADD OR REMOVE P.O. BOX
1) P.O. BOX	<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE
2) P.O. BOX	<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE
NOTE: P.O. BOX MUST BE IN THE SAME ZIP CODE AS THE BUSINESS PHYSICAL ADDRESS.	

SECTION VI	CHANGE DEALER LICENSE TYPE					
1) CHECK ONE:	<input type="checkbox"/> USED MOTOR VEHICLE DEALER TO NEW MOTOR VEHICLE DEALER <input type="checkbox"/> NEW MOTOR VEHICLE DEALER TO USED MOTOR VEHICLE DEALER					
2) FRANCHISE MOTOR VEHICLE DEALERS: Indicate below each NEW make to be sold and submit Statements of Contract, BMV4319 , for each new make of vehicle to be offered for sale.						
<table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						
3) If your primary business will be selling Motorcycles, APV's and/or Off-Highway Motorcycles, what size of Dealer License Plates would you prefer? (Select only one size)						
<input type="checkbox"/> REGULAR SIZE LICENSE PLATES <input type="checkbox"/> MOTORCYCLE SIZE LICENSE PLATES						
NOTE: * Only one size of dealer plate may be requested/issued.						

