



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**APPLICATION FOR AUCTION OWNER'S OR  
DISTRIBUTOR'S LICENSE**

**Indicate Type of License:**

- Auction Owner's License  
 Distributor's License

**1. PLEASE PRINT LEGIBLY IN BLACK INK OR TYPE THE FOLLOWING INFORMATION:**

BUSINESS NAME			BUSINESS TELEPHONE #	
DBA OR FICTITIOUS TRADE NAME, if applicable			ALTERNATIVE TELEPHONE #	
BUSINESS STREET ADDRESS			FAX #	
CITY	STATE	ZIP CODE	COUNTY	E-MAIL ADDRESS

**2. APPLICANTS FOR DISTRIBUTOR LICENSE ONLY – Indicate each new make to be distributed**

(A Manufacturer/Distributor Statement Franchise, BMV 4319, must be submitted for each make of new motor vehicle to be distributed.)

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**3. INDICATE STYLE OF BUSINESS:**

- PROPRIETORSHIP    PARTNERSHIP    CORPORATION    BUSINESS TRUST    LIMITED LIABILITY

**4. INDICATE FEDERAL TAX ID OR EMPLOYER ID NUMBER:**

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**5. Make check payable to: Ohio Treasurer of State. (DO NOT SEND CASH)**

**AUCTION OWNER'S AND DISTRIBUTOR APPLICANTS**

PERMIT (REQUIRED)	1	\$100.00	\$ 100.00
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**AUCTION OWNER APPLICANT'S ONLY OPTIONAL PLATES**

MASTER IN-TRANSIT LICENSE PLATE	1	\$ 100.25	\$ 100.25
ADDITIONAL PLATES (OPTIONAL)		\$ 6.25 each	\$
POSTAGE (REQUIRED IF PLATES ARE REQUESTED) See note below	1	\$ 4.50	\$ 4.50
<b>SUBTOTAL</b>			<b>= \$</b>

**DISTRIBUTOR APPLICANT'S ONLY PLATES (OHIO APPLICANTS ONLY)**

MASTER DISTRIBUTOR LICENSE PLATE (REQUIRED)	1	\$ 50.25	\$ 50.25
ADDITIONAL PLATES (OPTIONAL)		\$ 10.25 each	\$
POSTAGE (REQUIRED IF PLATES ARE REQUESTED) See note below	1	\$ 4.50	\$ 4.50
<b>SUBTOTAL</b>			<b>= \$</b>
<b>TOTAL FEES DUE</b>			<b>\$</b>

**NOTE: DO NOT** pay more than the one time postage fee of \$4.50.

**FEES ARE NON-REFUNDABLE**

**6. Check the appropriate box and complete the name, residence address and Social Security Number in Part B:** If making application as an LLC, Trust or Partnership, list each member, trustee, director or partner in Part B. **Exception:** If a member, trustee or partner is a corporation, please list the corporation's name, federal tax ID or EIN number and address in Part A and then list officers of the corporation in Part B.

**PART A**

<input type="checkbox"/> <b>Member</b> - Use only if member is a corporation	<input type="checkbox"/> <b>Trustee</b> - Use only if a trustee is a corporation	<input type="checkbox"/> <b>Partner</b> - Use only if a partner is a corporation
CORPORATE BUSINESS NAME		FEDERAL TAX ID OR EIN
ADDRESS	CITY	STATE
		ZIP CODE

**PART B**

<input type="checkbox"/>	Sole Proprietor
<input type="checkbox"/>	Partner
<input type="checkbox"/>	President
<input type="checkbox"/>	Trustee
<input type="checkbox"/>	Director
<input type="checkbox"/>	Member, (owning 10% or more)

LAST NAME	FIRST NAME	MI
HOME ADDRESS		SSN
CITY	STATE	ZIP CODE

<input type="checkbox"/>	Partner
<input type="checkbox"/>	Vice President
<input type="checkbox"/>	Trustee
<input type="checkbox"/>	Director
<input type="checkbox"/>	Member, (owning 10% or more)

LAST NAME	FIRST NAME	MI
HOME ADDRESS		SSN
CITY	STATE	ZIP CODE

<input type="checkbox"/>	Partner
<input type="checkbox"/>	Secretary
<input type="checkbox"/>	Trustee
<input type="checkbox"/>	Director
<input type="checkbox"/>	Member, (owning 10% or more)

LAST NAME	FIRST NAME	MI
HOME ADDRESS		SSN
CITY	STATE	ZIP CODE

<input type="checkbox"/>	Partner
<input type="checkbox"/>	Treasurer
<input type="checkbox"/>	Trustee
<input type="checkbox"/>	Director
<input type="checkbox"/>	Member, (owning 10% or more)

LAST NAME	FIRST NAME	MI
HOME ADDRESS		SSN
CITY	STATE	ZIP CODE

Ohio residents who are owners, all partners, president, all members, owning 10% or more, and all trustees **MUST** be electronically fingerprinted and must request the results to be sent electronically to **direct copy "BMV Dealer Licensing"** at the web check locations in order for them to be forwarded to the BMV dealer licensing section.

For a complete list of electronic fingerprinting locations in Ohio visit [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov) for background check locations in Ohio.

**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.

ANSWER EACH OF THE FOLLOWING QUESTIONS TRUTHFULLY TO THE BEST OF YOUR KNOWLEDGE

**7. Has the applicant, or any of the applicant’s owners, partners, officers, members, directors or trustees:**

- A.  Yes  No Previously applied for a motor vehicle dealer’s license, leasing license, distributor’s license, auction owner’s license, motor vehicle salvage dealership, motor vehicle auction, motor vehicle salvage pool or salesperson’s license? (If yes, please list below)

BUSINESS NAME APPLIED IN	DATE	TYPE OF LICENSE	PERMIT NUMBER – IF ISSUED
BUSINESS NAME APPLIED IN	DATE	TYPE OF LICENSE	PERMIT NUMBER – IF ISSUED

- B.  Yes  No Ever been refused such a license, had it suspended or revoked?

8.  Yes  No **Are you an owner, partner, corporate officer, member, trustee or director in any other new or used dealership, motor vehicle leasing dealership, motor vehicle distributor, motor vehicle auction, motor vehicle salvage dealership, motor vehicle salvage auction, or motor vehicle salvage pool company?**

NAME	PERMIT #
NAME	PERMIT #

**9. Has the applicant or any of the applicant’s partners, officers, members, trustees or director:**

- A.  Yes  No Ever been convicted of a felony?
- B.  Yes  No Ever been convicted of an offense that was related to the selling of, or dealing in, motor vehicles?

If answered “**yes**” to either question **A** or **B** above, please provide the following information:

- (1) The court’s journal entry showing the final disposition of your conviction,
- (2) The charge you were convicted of.
- (3) Please attach a short summary of the charge you were convicted of.

- C.  Yes  No Ever had a civil judgment rendered against you/him/her that related to tampering with an odometer, rolling back an odometer, or failing to provide true and accurate odometer disclosure statements?
- D.  Yes  No Ever had a civil judgment rendered against you/him/her that resulted from the transaction of business as a motor vehicle dealer, which remains unsatisfied today?

If answered “**yes**” to either question **C** or **D** above, please provide the following information:

- (1) The court’s journal entry showing the final disposition of the judgment,
- (2) The court of jurisdiction that decided the civil judgment,
- (3) That court’s case number,
- (4) The date the civil judgment was issued.

**Reasons the Bureau of Motor Vehicles may DENY this application.**

1. A felony conviction that has occurred within ten years from the date the application is submitted, and is not related to the selling, taxing, licensing, or regulation of sales of motor vehicles.
2. Any misdemeanor or felony conviction (regardless of the conviction date) related to dealing in motor vehicles.

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.**

10.  Yes  No **Was the proposed business location previously occupied by another licensed motor vehicle dealer? If yes, give the business name, if available.**

BUSINESS NAME
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**YOU WILL LOSE YOUR DRIVER LICENSE IF YOU DRIVE WITHOUT INSURANCE OR OTHER ACCEPTABLE FINANCIAL RESPONSIBILITY COVERAGE**

- In Ohio, it is illegal to drive any motor vehicle without insurance or other financial responsibility (FR) coverage.
- It is also illegal for any motor vehicle owner to allow anyone else to drive the owner's vehicle without FR coverage.
- **PROOF OF COVERAGE IS REQUIRED:** • Whenever a police officer issues a traffic ticket • At all vehicle inspection stops • Upon traffic court appearances and • Upon random checks by the Registrar of Motor Vehicles.
- **ANY DRIVER OR OWNER WHO FAILS TO SHOW PROOF OF INSURANCE OR OTHER COVERAGE WILL:** • Lose his or her driver license until requirements are met on first offense, ONE YEAR on second offense and TWO YEARS on additional offenses • Lose his or her license plates and vehicle registration • Pay reinstatement fees of \$100.00 for first offense, \$300.00 for second offense, \$600.00 for third and subsequent offenses • Pay a \$50.00 penalty for any failure to surrender his or her driver license, license plates, or registration AND • Be required to maintain special FR coverage ("High-risk" insurance or equivalent) on file with the Bureau of Motor Vehicles (BMV) for THREE or FIVE YEARS.
- **ONCE THIS SUSPENSION IS IN EFFECT:** Any driver or owner who violates the suspension will have his or her vehicle immobilized and his or her license plates confiscated for at least 30 DAYS first offense and 60 DAYS second offense. For third or subsequent offenses, the vehicle will be forfeited and sold and the person will not be permitted to register any motor vehicle in Ohio for FIVE YEARS.
- **IF YOU ARE INVOLVED IN AN ACCIDENT WITHOUT INSURANCE OR OTHER FR COVERAGE:** In addition to all the penalties listed above, you may have • A SECURITY SUSPENSION for TWO YEARS or more and • A JUDGMENT SUSPENSION INDEFINITELY (until all damages have been satisfied).
- **THESE PENALTIES ARE IN ADDITION TO ANY FINES OR PENALTIES IMPOSED BY A COURT OF LAW.**
- **WARNING: THESE LAWS DO NOT PREVENT THE POSSIBILITY THAT YOU MAY BE INVOLVED IN AN ACCIDENT WITH A PERSON WHO HAS NO INSURANCE OR OTHER FR COVERAGE.**
- **WHEN REQUIRED, PROOF OF COVERAGE MAY BE SHOWN BY ANY OF THE FOLLOWING:** • AN INSURANCE POLICY showing automobile liability insurance of at least \$12,500 bodily injury per person, \$25,000 injury two or more persons, and \$7,500 property damage • AN INSURANCE IDENTIFICATION CARD (same coverage) • A SURETY BOND OF \$30,000 issued by any authorized surety company or insurance company • A BMV BOND SECURED BY REAL ESTATE having equity of at least \$60,000 • A BMV CERTIFICATE FOR MONEY OR GOVERNMENT BONDS in the amount of \$30,000 on deposit with the Ohio Treasurer of State • A BMV CERTIFICATE OF SELF-INSURANCE, available only to companies or persons who own at least twenty-six motor vehicles.

I affirm that the motor vehicles owned by this business will be insured or have other FR coverage, will not be operated without FR coverage and will not be used as commercial vehicles unless so registered. (Does not apply to applicants for a Manufactured Home Brokers license)

I also affirm that all statements in the foregoing application and in any attached sheets are true and correct and that I, as proprietor, as a partner, an officer, member, or trustee, have authority to sign this application and to make the statements contained herein and have read and understand the Instructions and Checklist, (BMV 4329).

SIGNATURE (OWNER, PARTNER, PRESIDENT, MEMBER, OR TRUSTEE) <b>X</b>	DATE OF APPLICATION
PRINT OR TYPE NAME OF SIGNER	TITLE

**NOTARY:**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in the county of \_\_\_\_\_ State of Ohio.

(SEAL)

My commission expires \_\_\_\_\_ **X** \_\_\_\_\_

**RETURN THE COMPLETED APPLICATION, PHOTOGRAPHS, OTHER SUPPORTING DOCUMENTS AND FEES TO:**

The Ohio Bureau of Motor Vehicles  
Attn: Dealer Licensing Section  
P.O. Box 16521  
Columbus, Ohio, 43216-6521  
www.OhioAutoDealers.com



## REQUIREMENTS AND INSTRUCTIONS FOR COMPLETING APPLICATIONS FOR AUCTION OWNER'S LICENSE

### WHO NEEDS A LICENSE?

**Motor Vehicle Auction Owner:** Any person who is engaged wholly or in part in the business of auctioning motor vehicles.

### WHAT DOES THE APPLICATION CONSIST OF?

- Application for Auction Owner's License** (BMV 4325): 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](http://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.
- Photographs of the Location, Office and Sign:** No inspection will be scheduled until photos are received. At the time of application, the applicant must provide clear photographs (via mail or email) of the location showing, 1) the location, 2) the office (inside and outside), and 3) business name sign, including any registered trade names. No applicant shall be issued a license unless their application shall show the business for which the license is sought is equipped with a suitable sign, properly maintained and prominently displayed, and permanent, identifying the ownership of said business in the same name in which the application is filed. Sign letters identifying the business shall be no less than six (6") inches high.
- 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 must request the results to be sent electronically to **direct copy "BMV Dealer Licensing"** at the web check locations in order for them to be forwarded to the BMV dealer licensing section.

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### 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 motor vehicle auction owner 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.

- An office area that is permanent in nature. The office shall be kept neat and orderly and must include at minimum; a landline telephone number (not a cellular phone) in service at all times that is listed in the local telephone directory and answered in the name of the motor vehicle auction owner, electric lighting and heating sufficient for an office.
- At least one area, under permanent roof, that is large enough that motor vehicles may be moved through, and where such motor vehicles may be offered at auction.
- The auction shall be separated by a permanent physical barrier, as defined in Administrative Code rule 4501:1-3-08, from a home or personal residence, a motor vehicle dealership, a salvage motor vehicle dealership or pool, or a salvage motor vehicle auction.
- 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 auction owner's licensed premises. The business shall be open a minimum of twenty hours per week, which at least ten shall occur Monday through Friday, from nine a.m. to five p.m.
- 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. It shall be open to the general public ONLY when a public auction of repossessed motor vehicles is being conducted and it must be separate from the dealer auction.

### 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.

Use the following list of fees as a worksheet, before transferring the information to the application. Some of the fees for license and plates are mandatory and others are optional, depending on your needs.

Auction Owner License	<b>(Required)</b>	\$ 100.00
Master In-Transit License plate	<b>(Optional)</b>	\$ 100.25
Postage (required if license plates are ordered)	<b>(Optional)</b>	\$ 4.50
___ Additional Plates @ \$6.25 each	<b>(Optional)</b>	\$
<b>TOTAL FEES DUE</b>		= \$

### FEES ARE NON-REFUNDABLE

Please make check payable to **"Ohio Treasurer of State."**

- All licenses expire on the last day of March biennially (every two years). Renewal applications will be mailed to the licensed business address no later than January 31.

If you have any questions or need applications visit our Web site at [www.OhioAutoDealers.com](http://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](http://www.OhioAutoDealers.com)**