



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**STATEMENT OF MANUFACTURER / DISTRIBUTOR FRANCHISE**

**1. Please print legibly or type the following information:**

MANUFACTURER / DISTRIBUTOR NAME OF BUSINESS		E-MAIL ADDRESS / WEB SITE	
ADDRESS	CITY	STATE	ZIP CODE

**2. The above manufacturer or distributor hereby certifies that the following distributor / dealer is duly authorized to distribute / sell the makes indicated in #3:**

EXACT NAME OF DISTRIBUTOR / DEALER			
ADDRESS			PERMIT NUMBER
CITY	STATE	ZIP CODE	COUNTY

**3. A. List the new makes the dealership is franchised to sell (i.e., Chevrolet, Honda, Toyota, etc.) Do not list models. The make name must match what is listed on the MCO.**

**B. List all vehicle types the dealership is franchised to sell (i.e., passenger motor vehicles, motorcycles, trucks, conversion vans, trailers, manufactured homes, recreational vehicles etc.)**

A. MAKE	B. VEHICLE TYPE (i.e., passenger car, motorcycle, trailer)	A. MAKE	B. VEHICLE TYPE (i.e., passenger car, motorcycle, trailer)

**4. Is there another authorized dealer selling the same make of vehicle(s) within a ten (10) mile radius of the above named dealer? (25 mile radius RV dealers) Ohio Revised Code (R.C.) Sections 4517.01 (DD) and 4517.50**

YES  NO If yes, list dealer name and address:

DEALER			
ADDRESS	CITY	STATE	ZIP CODE

**5. Has dealer in #4 been notified, pursuant to Chapter 4517 of the R.C., of the new franchise appointment?**

YES  NO If yes, give date of notification \_\_\_\_\_

Completion of this form and signatures by both parties, affirm that a franchise exists between and approved by the Manufacturer / Distributor and Distributor / Dealer in accordance with R.C. Sections 4517.04, and 4517.50 - 4517.65. Pursuant to R.C. 4517.23, the appropriate party shall notify the BMV of any change in status of such contract / agreement within 15 days after such change.

**NOTE: ALTERED FORMS WILL NOT BE ACCEPTED.**

**6. Signature of Manufacturer's / Distributor's authorized agent listed in #1**

X \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**7. Notary:**

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(SEAL) X \_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
MY COMMISSION EXPIRES

**8. Signature of Distributor's / Dealership's owner, partner, officer, member, or trustee listed in #2**

X \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**9. Notary:**

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(SEAL) X \_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
MY COMMISSION EXPIRES

**IMPORTANT INFORMATION**

- This completed form along with other application requirements must be on file and approved by the Ohio Bureau of Motor Vehicles, Dealer Licensing Section, Columbus, Ohio, before transactional sales may be made.
- Forms may be mailed or faxed. To locate the appropriate fax number for your county, please visit [www.OhioAutoDealers.com](http://www.OhioAutoDealers.com). From the home page click on contact us, click on HERE under "by Telephone or Fax" then click on the county in which the distributor / dealer, listed in #2, is located.
- R.C. 4517.23 requires the appropriate party to notify the Dealer Licensing Section of any change in status of such contract / agreement within 15 days after such change.

**MAILING ADDRESS:**

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

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



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**

**CRITICAL HIGH**

**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 A DISTRIBUTOR'S LICENSE

### Who Needs A License?

**Motor Vehicle Distributor:** Any person authorized by a motor vehicle manufacturer to distribute new motor vehicles to licensed new motor vehicle dealers, but does not mean a person who only assembles or installs a body, special equipment unit, finishing trim, or accessories on a motor vehicle chassis supplied by a manufacturer or distributor.

### What Does The Application Consist Of?

- Application** - The application must be typed or legibly printed in ink. All blocks must be completed and all questions answered, including the home addresses, phone numbers, and social security numbers of the owners, all partners, corporate officers, members, and trustees of the application.
- Photographs of the Location and Sign** - The applicant must provide clear photographs of the location showing the place of business and sign, including any trade names. The sign must be in the exact name of the business, as indicated on the application, including any registered trade names, permanent, and properly maintained. Letters on the sign must be at least six inches (6") high.
- Fingerprinting / Criminal History Checked** - 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.

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

\*Out-Of-State residents may submit a fingerprint card and processing fee. **Do not send the fingerprint card directly to BCI & I.** Acceptable fingerprint cards(s) may be obtained only by contacting the Dealer Licensing Section at (614) 752-7636.

If BCI & I reports that the person has ever been arrested for any reason, has a criminal record, or is a multi-state offender, the applicant should expect significant delays.

The person(s) being fingerprinted can reduce the possibility of having the application delayed by explaining their circumstances fully and completely on a separate sheet and submit a copy of the court's journal entry showing the final disposition of their arrest and / or conviction, and the charge they were convicted of, if any, and attaching it to this application. (Limited Liability and Business Trust applicants, please see *Important Information* on page 2.)

**NOTE: Any felony conviction – or any misdemeanor conviction related to dealing in motor vehicles – is reason for the Bureau of Motor Vehicles to DENY this application.**

- Notice of Appointment as a Distributor by a Motor Vehicle Manufacturer on BMV Statement of Contract Form, BMV 4319** - Application for distributor's license ONLY: Distributors must submit a Manufacturer / Distributor Statement of Contract form BMV 4319 certifying that the distributor has been authorized by the manufacturer to distribute new motor vehicles in the state of Ohio.

### What Type Of Plates Do You Qualify For?

You may apply for **Distributor** license plates to be used in conjunction with your distributorship. These license plates may be used on any motor vehicle, other than commercial cars, or on any motorized bicycle owned by the distributor, or lawfully in the possession or control of the distributor, his agent, or employee. **Out-of-state applicants do not qualify for license plates.**

### What Are The Fees For Obtaining A License?

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

Distributor licenses **LICENSE FEE** (required) \$ 100.00

#### DISTRIBUTOR OPTIONAL PLATES

- Master distributor license plate @ \$50.25
- \_\_\_\_\_ Additional plates @ \$10.25 ea.
- Postage (required if license plates are ordered)

**PLATE FEE**  
**TOTAL FEES DUE**

\$	
\$	
\$	4.50
\$	
\$	

#### FEES ARE NON-REFUNDABLE

**Please make check payable to "OHIO TREASURER OF STATE."**

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#### IMPORTANT INFORMATION!

##### 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.

##### Business Trust Applicants

Electronic Fingerprints are required on each:

- Individual listed as a trustee:
- If a corporation is listed as a trustee, the president of each corporation listed as trustees;
  - The person signing the application, if he or she is different from the trustee or president / trustee.



### ***Additional Information***

- 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.
- Ohio Administrative Code Section 4501:1-3-33 requires applicants who deal in motor vehicles to notify the Bureau of Motor Vehicles of any change in status of the applicant with respect to: business name, including any registered trade names; location; owner, partner(s), officer(s) of a corporation, members or trustees. An application, for a name or address change, form BMV 4443, is available on our Web site [www.OhioAutoDealers.com](http://www.OhioAutoDealers.com) under downloadable forms. Notification of changes in status must be submitted, in writing, within 15 days after the change.
- A dealer intending to go out of business must submit a letter of termination, along with the dealer permit and all dealer plates, for cancellation. All business related to dealing in motor vehicles must cease at the moment the dealer notifies this office of the intent to cancel the license. Any additional purchases, title work, sales, or acting as a dealer will be viewed as illegal, and this office may ask for prosecution.
- Certified Copies (Secondary Locations) – A dealer may have more than one place of business in the same county, and may make application for what the Ohio Revised Code refers to as a “certified copy” of the license for each additional place of business operated. This is referred to as a secondary location license. An application for certified copy, form BMV 4335, must be submitted for each location. The application must be accompanied by photographs of the location (see photograph requirements on the first page), and appropriate fees. Additional locations must also meet all physical requirements. Secondary locations located within the same taxing district as the primary location are not eligible for the issuance of a second set of dealer license plates. Additional license plates may be ordered by the primary location and can be used by both locations. NOTE: Additional locations in different counties are not certified copies, therefore a new dealer application, form BMV 4325, is required.

If a dealer permit is lost, mutilated, or destroyed, a duplicate permit may be obtained by submitting an application for duplicate permit, form BMV 4335, and the appropriate fee.

If you have any questions, or need applications and / or forms, visit “FAQ” and “downloadable forms” on our Web site [www.OhioAutoDealers.com](http://www.OhioAutoDealers.com) or call the Dealer Licensing Section at (614) 752-7636.

**Dealer Licensing Section, P.O. Box 16521, Columbus, Ohio 43216-6521**  
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