



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

APPLICATION TO DEAL IN SALVAGE MOTOR VEHICLES

Indicate Type of License. Check One:

- Salvage Dealer
 Salvage Auction
 Salvage Pool

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) Using a black pen, shade in a box in each column, under Business County, to indicate the county number in which your dealership is located. See Chart below for the appropriate county number.

01	ADAMS	16	COSHOCTON	31	HAMILTON	46	LOGAN	61	NOBLE	76	STARK
02	ALLEN	17	CRAWFORD	32	HANCOCK	47	LORAIN	62	OTTAWA	77	SUMMIT
03	ASHLAND	18	CUYAHOGA	33	HARDIN	48	LUCAS	63	PAULDING	78	TRUMBULL
04	ASHTABULA	19	DARKE	34	HARRISON	49	MADISON	64	PERRY	79	TUSCARAWAS
05	ATHENS	20	DEFIANCE	35	HENRY	50	MAHOING	65	PICKAWAY	80	UNION
06	AUGLAIZE	21	DELAWARE	36	HIGHLAND	51	MARION	66	PIKE	81	VAN WERT
07	BELMONT	22	ERIE	37	HOCKING	52	MEDINA	67	PORTAGE	82	VINTON
08	BROWN	23	FAIRFIELD	38	HOLMES	53	MEIGS	68	PREBLE	83	WARREN
09	BUTLER	24	FAYETTE	39	HURON	54	MERCER	69	PUTNAM	84	WASHINGTON
10	CARROLL	25	FRANKLIN	40	JACKSON	55	MIAMI	70	RICHLAND	85	WAYNE
11	CHAMPAIGN	26	FULTON	41	JEFFERSON	56	MONROE	71	ROSS	86	WILLIAMS
12	CLARK	27	GALLIA	42	KNOX	57	MONTGOMERY	72	SANDUSKY	87	WOOD
13	CLERMONT	28	GEAUGA	43	LAKE	58	MORGAN	73	SCIOTO	88	WYANDOT
14	CLINTON	29	GREENE	44	LAWRENCE	59	MORROW	74	SENECA		
15	COLUMBIANA	30	GUERNSEY	45	LICKING	60	MUSKINGUM	75	SHELBY		

Butler Co. = 09		BUSINESS COUNTY	
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

3a) Vendor's Number

3b) Federal Tax I.D. Number

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4) Make check payable to "Ohio Treasurer Kevin L. Boyce". Fees are as follows: DO NOT SEND CASH

Permit (Required)	1	@ \$100.00	=	\$100.00
Master Plate (Optional)	1	@ \$50.25	=	+
Postage (Required only if plate(s) are requested)	1	@ \$2.75	=	+
Additional Plates (Optional)		@ \$ 10.25 each	=	+
FEES ARE NON-REFUNDABLE			TOTAL FEES DUE	

You may apply for special dealer license plates to be used in conjunction with your salvage business. Ohio Revised Code Section 4503.31 states in part "...placards issued pursuant to this section may be used...on motor vehicles being transported by any persons regularly engaged in salvage operations or scrap metal processing from the point of acquisition to their established place of business...."

5) Indicate style of business:

PROPRIETORSHIP PARTNERSHIP CORPORATION BUSINESS TRUST LIMITED LIABILITY

6) Ownership

✓ Check the appropriate box and complete the name(s), residence address(es), and Social Security Number(s).

* If making application as an LLC, list each member and if a member is a corporation, list corporation's name and address and list the officers of the corporation.

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Partner
<input type="checkbox"/>	President
<input type="checkbox"/>	Trustee
<input type="checkbox"/>	Member, (Owning 10% or more)

LAST NAME, FIRST, MI/BUSINESS NAME*			SSN/FED TAX ID #
ADDRESS	CITY	STATE	ZIP CODE

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

LAST NAME, FIRST, MI			SSN/FED TAX ID #
ADDRESS	CITY	STATE	ZIP CODE

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

LAST NAME, FIRST, MI			SSN/FED TAX ID #
ADDRESS	CITY	STATE	ZIP CODE

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

LAST NAME, FIRST, MI			SSN/FED TAX ID #
ADDRESS	CITY	STATE	ZIP CODE

7) I, as the applicant, affirm that the business listed on this application has a net worth of at least \$20,000.

Yes No

NO applicant shall be issued a motor vehicle salvage dealer, salvage auction, or salvage pool license, or be permitted to operate under such license, unless the business maintains a NET WORTH in the sum of not less than \$20,000.

8) Are you an owner, partner, or corporate officer 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?

Yes No

If yes, indicate name and permit number.

NAME	PERMIT #
NAME	PERMIT #

9) Answer each of the following questions truthfully to the best of your knowledge:

HAS THE APPLICANT, OR ANY OF THE APPLICANT'S, OWNERS, PARTNERS, OFFICERS, OR DIRECTORS, INDIVIDUALLY, OR AS OWNER, PARTNER, OFFICER, OR DIRECTOR OF A BUSINESS ENTITY:

A. Previously applied for license to deal in motor vehicles?

Yes No

If yes, give business name, type of license, date and result of such application.

NAME APPLIED IN	TYPE OF LICENSE	DATE	RESULT OF APPLICATION
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B. Ever been refused a motor vehicle salvage dealer's license, motor vehicle salvage auction license, or motor vehicle salvage pool license, or been the holder of a license which was revoked or suspended? Yes No
 If yes, give business name, type of license, date and permit number.

NAME	TYPE OF LICENSE	DATE	PERMIT NUMBER
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C. Ever been convicted of a felony? Yes No
 If yes, give particulars on a separate sheet and attach to this application.

D. Ever been convicted of a fraudulent act in connection with dealing in salvage motor vehicles? Yes No
 If yes, give particulars on a separate sheet and attach to this application.

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

10) Are you or do you intend on sharing the proposed business location with another licensed dealer? Yes No
 If yes, indicate the business name and, if available, the permit number of the other dealer. (See note below)

NAME	PERMIT NUMBER
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NOTE: A certificate of compliance form, BMV 4347, must be submitted with this application, if you answered YES to the above question.

11) Was the proposed business location previously occupied by another licensed dealer? Yes No
 If yes, give the business name, if available.

BUSINESS NAME

YOU WILL LOSE YOUR DRIVER LICENSE FOR AT LEAST 90 DAYS 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 • After certain automobile crashes • 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 for 90 DAYS 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 \$75.00 first offense, \$250.00 for second offense, and \$500.00 any additional offense • 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.**

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. (This statement only applies to applicants that order license plates.)

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. I understand that a false statement, in the application, is reason for which this application shall be denied.

DATE OF APPLICATION _____ **X** SIGNATURE (OWNER, PARTNER, OFFICER, MEMBER, OR TRUSTEE) _____

TITLE _____ PRINT OR TYPE NAME OF SIGNER _____

NOTARY:

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

(SEAL)

My commission expires _____ **X** _____

INCOMPLETE INFORMATION WILL RESULT IN A DELAY IN PROCESSING THE APPLICATION.

Upon receipt of the completed application, other supporting documents, photos, and fee, a request for inspection of the proposed location will be requested. Please allow four to six weeks.

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



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

POLICE REPORT

TO LAW ENFORCEMENT AGENCIES: 4501:1-4-02 of the Ohio Administration Code requires that this form be completed for each applicant for Salvage Dealer and related types of licenses issued by the State of Ohio.

We respectfully request completion of this form with respect to any arrests or violations; **(other than minor traffic violations).**

PLEASE PRINT LEGIBLY OR TYPE THE FOLLOWING INFORMATION

NAME OF PERSON APPLYING FOR LICENSE				SOCIAL SECURITY NUMBER		DATE OF BIRTH	
RESIDENCE ADDRESS			CITY		STATE	ZIP CODE	
NAME OF COMPANY			CITY		STATE	ZIP CODE	COUNTY

USING A BLACK PEN, SHADE IN A BOX IN EACH COLUMN, UNDER DEALERSHIP COUNTY. INDICATE THE COUNTY IN WHICH YOUR DEALERSHIP IS LOCATED. SEE CHART BELOW FOR THE APPROPRIATE COUNTY NUMBER.

01	ADAMS	16	COSHOCTON	31	HAMILTON	46	LOGAN	61	NOBLE	76	STARK
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Butler Co.		DEALERSHIP	
= 09		COUNTY	
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4	4	4	4
5	5	5	5
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9	9	9	9

LIST ARRESTS and/or VIOLATIONS BELOW. IF NONE, PLEASE INDICATE.

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POLICE IDENTIFICATION SEAL OR STAMP

SIGNATURE OF REPORTING OFFICER X	DATE
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RETURN COMPLETED REPORT TO:

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 SALVAGE DEALER, SALVAGE POOL AND/OR SALVAGE AUCTION LICENSE

Who needs a license?

Motor Vehicle Salvage Dealer: Any person who engages in business *primarily* for the purpose of selling salvage motor vehicle parts and secondarily for the purpose of selling salvage motor vehicles or manufacturing or selling a product of gradable scrap metal.

Salvage Motor Vehicle Auction: Any person who on his own behalf or as an agent for a third party engages in business for the purpose of auctioning salvage motor vehicles to motor vehicle salvage dealers.

Salvage Motor Vehicle Pool: Any person who as an agent for a third party engages in business for the purpose of storing, displaying, and offering for sale, salvage motor vehicles to motor vehicle salvage dealers.

What are the physical requirements?

- A minimum area of fifty thousand (50,000) square feet.
- Area must be shielded by a fence meeting the following requirements, except in very limited instances and not in contravention of the United States Highway Beautification Act of 1965:
 - Fencing shall be a minimum height of six feet and a maximum of ten feet.
 - Fencing shall shield the premises from ordinary view. All inventory of the business will be stored behind the fence or enclosure to promote and preserve a positive visual impact of the salvage yard's business on the surrounding neighborhood.
 - A living hedge of equal or greater height and sufficient density year round to prevent view of the premises may be substituted for the fence.
- An office in which business will be transacted, in a building not less than two hundred twenty-five (225) square feet, consisting of the following:
 - An area devoted to sales transactions.
 - An area with a parts counter.
 - An office to maintain records required to operate business by the licensee.
- Regular business hours shall be posted in plain view. The salvage dealer facility shall be open and attended by someone who may reasonably assist a retail customer during posted hours.
- A permanent sign in the exact business name as it appears on the application, with letters of at least six (6) inches high. The business sign shall be prominently displayed at or near the entrance of the facility.

What does the application consist of?

- 1) Application must be typed or legibly printed in ink. All blocks must be completed and all questions answered.
- 2) Financial statement information. A positive business net worth of at least \$20,000 must be maintained during the entire period for which the license is held.
- 3) Photograph of the proposed business location's premises showing the business sign in exact name of the business, including any registered trade names.
- 4) A police report, BMV 4318 completed by a local law enforcement agency for the owner, if sole proprietorship, each partner, if partnership, the president, if corporation, all members, all trustees and also the signer of the application, if signed by an officer other than the president, members and trustees. (Limited Liability Companies and Business Trust applicants, please see important information below.) If the applicant is currently the holder of a valid motor vehicle dealer's license a police report does not need to be submitted.

NOTE: Any felony conviction-or misdemeanor conviction in connection with dealing in salvage motor vehicle-is reason for the Bureau of Motor Vehicles to DENY the application.

IMPORTANT INFORMATION!

LIMITED LIABILITY COMPANY APPLICANTS

Police reports are required on each:

- *Individual and /or,*
- *Member owning 10% or more of the business making application. If no member owns 10% or more of the business making application, then the police report 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 a police report.*
- *If a Trust is listed as a member, trustee of the trust;*

BUSINESS TRUST APPLICANTS

Police reports are required on each:

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

What type of plates do you qualify for?

You may apply for **Special Plates** to be used in conjunction with your salvage business. These license plates may only be used on motor vehicles being transported by persons regularly engaged in salvage operations or scrap metal processing from the point of acquisition to their established place of business.

What are the fees for obtaining a license?

The fees must be submitted with the application for license, and are as follows:

• Salvage Dealer's License, Salvage Auction License, Salvage Pool License	\$100.00
• Master Special Plate (optional) @\$50.25	\$
• Postage (required only if ordering license plates)	\$2.75
• Additional Special Plates (optional) @ \$10.25 each	\$
TOTAL FEE DUE	\$

Checks should be made payable to, "Ohio Treasurer Kevin L. Boyce."
FEES ARE NON-REFUNDABLE

Inspection of the facility

An on-site inspection of the premises will be conducted on every application for a salvage dealers license.

- ⌚ If the applicant passes the initial inspection and all application requirements are met, a 180 day provisional permit may be issued.
- ⌚ Ninety (90) days after the issuance of the provisional permit, a notice will be sent to the permit holder, which indicates that the business will be reinspected near the end of the 180 day provisional period, and that the business must pass the inspection at that time or the permit will be immediately revoked [R.C. 4738.071]. The revocation will be verbal at first, by the investigator, but shall be followed-up in writing by the Registrar of Motor Vehicles.
- ⌚ If the applicant passes the second inspection, it may simply continue in business as regulated by R.C. Chapter 4738. Shortly after the second inspection is approved, you will receive an updated permit and new registration cards and stickers, if plates were ordered.

How long does it take to obtain a license?

Once the application is received, it takes approximately four to six weeks to issue the license, including the inspection of the location and the manufacture and shipment of license plates. If the application is incomplete, it may delay the issuance. Once the license is issued, the licensee will receive a wall permit, interim master special plate (if applicable), validation stickers and registration cards, if applicable. License plates must be manufactured, and will take approximately two weeks to receive.

Additional Information

- * All licenses expire on the last day of July biennially (every two years).
- * If the applicant has more than one place of business in the same county, he/she shall make application for a certified copy of the license, form BMV 4337. A certified copy of the license is \$2.00.
- * No salvage motor vehicle dealer may operate at the same location where any salvage motor vehicle auction or salvage motor vehicle pool is operated.
- * In the event of the loss, mutilation, or destruction of a license, a licensee shall make application for a duplicate copy of the license, form BMV 4337. The fee for a duplicate copy is \$2.00.
- * Ohio Revised Code Section 4738.08 requires that the licensee notify the Bureau of Motor Vehicles of any change in status with respect to owners and/or location of principal place of business, within fifteen (15) days of the change. Notification of changes in status must be submitted, in writing, within fifteen (15) days of the change. An application form, BMV 4443, for a name or address change is available on our Web site www.OhioAutoDealers.com under downloadable forms.
- * All motor vehicle salvage dealers who wish to purchase salvage motor vehicles at salvage auctions and/or pools in Ohio must make application for a buyer identification card, form BMV 4420.

If you have any questions, or need applications and/or forms, visit Requirements for Dealers/Salespersons/Buyer on our Web site www.OhioAutoDealers.com or call the Dealer Licensing Sections at 614-752-7634.

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

www.OhioAutoDealers.com