



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

**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. (Refer to Ohio Administrative Code 4501:1-4-22 for record requirements.)
- 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.
- NOTE:** The issuance of a Salvage Motor Vehicle Dealer's, Salvage Pool, or Salvage Auction license does not supersede local zoning. Ohio Revised Code 4738.19 advises that the State (BMV) is the sole regulator of motor vehicle salvage dealers, but does not preempt the enforcement by local authorities of local zoning, health, or safety codes or laws. It is recommended that each applicant check for any local regulations applicable to the proposed facility with their local authority prior to making application.

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) Bureau of Criminal Identification & Investigation (BCI&I) Civilian Background check is required. 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 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 (614) 752-7636 to obtain a fingerprint card and an exemption form.

IMPORTANT INFORMATION!

LIMITED LIABILITY COMPANY APPLICANTS

Civilian background checks are required for 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, a civilian background check is required on each officer 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 civilian background check.
- If a Trust is listed as a member, trustee of the trust;

BUSINESS TRUST APPLICANTS

Civilian background checks 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)	\$ 4.50
• Additional Special Plates (optional) @ \$10.25 each	\$
TOTAL FEE DUE	\$

Checks should be made payable to, "Ohio Treasurer Josh Mandel."
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 Website 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.
- * To view all Laws and Rules directly related to your business, also on our website under Quick Links, select Ohio Motor Vehicle Laws & Rules. The Ohio Revised Code Section is 4738 and the Ohio Revised Rule Section is 4501:1-4. It is advised that you read through these and review with an attorney if necessary.

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



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

2a) Vendor's Number

2b) Federal Tax I.D. Number

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3) 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.

4) 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 #

5) Make check payable to "Ohio Treasurer Josh Mandel". Fees are as follows: DO NOT SEND CASH

Permit (Required)	1	@ \$100.00	=	\$ 100 100.00
Master Plate (Optional)	1	@ \$50.25	=	+ ¢
Postage (One time postage required only if plate(s) are requested)	1	@ \$4.50	=	+ ¢
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...."

6) Indicate style of business:

- PROPRIETORSHIP PARTNERSHIP CORPORATION BUSINESS TRUST LIMITED LIABILITY

7) **Check the appropriate box and complete the name, residence address, and Social Security Number in 7B:** If making application as an LLC, Trust or Partnership, list each member, trustee, director or partner in 7B. **Exception:** if a member, trustee or partner is a corporation, please list the corporation's name, federal tax ID number and address in 7A and then list officers of the corporation in 7B.

PART 7A

Member-Use only if member is a corporation.

Trustee-Use only if a trustee is a corporation.

Partner-Use only if a partner is a corporation.

CORPORATE BUSINESS NAME			FEDERAL TAX ID# (EIN)
ADDRESS	CITY	STATE	ZIP CODE

PART 7B

<input type="checkbox"/>	Owner
<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	BUSINESS NAME
HOME ADDRESS			SSN
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 NAME	MI	BUSINESS NAME
HOME ADDRESS			SSN
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 NAME	MI	BUSINESS NAME
HOME ADDRESS			SSN
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 NAME	MI	BUSINESS NAME
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.

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8) 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.

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.

9) 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.

10) 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 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. (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**