



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

USED MOTOR VEHICLE DEALER APPLICATION

Failure to complete ANY portion of this application will delay the processing of the license. By completing, signing, and submitting this application with all required documentation, as applicable, you are affirming that the established place of business meets all the requirements of Chapter 4517 of the Ohio Revised Code (R.C.) and Chapter 4501:1-3 of the Ohio Administrative Code (O.A.C.).

Yes No I, as an authorized representative of the business entity or sole proprietor, affirm that neither the business entity nor any owner, partner, officer, member, trustee, or principal owner is a manufacturer, a parent company, subsidiary, or affiliated entity of a manufacturer applying for a license to sell or lease new or used motor vehicles at retail pursuant to R.C. 4517.12 (A)(11).

Yes No Is any owner, partner, officer, member, trustee, principal owner or spouse thereof a veteran or member of the armed forces or a surviving spouse of a veteran or member of the armed forces? (**NOTE:** A completed application with the required documentation of military status qualifies the applicant for an expedited application process, upon receipt.) If "yes", please provide a copy of your or your spouse's DD214, separation documentation, or other official military documentation approved by the board.

INDICATE THE TYPE OF VEHICLES THAT WILL BE THE DEALERSHIP'S PRIMARY BUSINESS

- Used Motor Vehicles - (regular sized license plate)
- Used Motorcycles - (motorcycle sized license plate)
- Used All-Purpose Vehicles (APV) - (motorcycle sized license plate)
- Used Trailers (**ONLY over** 4,000 lbs) - (regular sized license plate)

NOTE: Utility Trailer plates are available for trailers under 4,000 lbs. Visit our Web site at www.OhioAutoDealers.com for more information and an application (BMV 4371) for Utility Trailer plates.

PLEASE WRITE LEGIBLY

DEALERSHIP INFORMATION

REGISTERED BUSINESS NAME, SOLE PROPRIETOR OR PARTNERSHIP BUSINESS NAME	
DATE REGISTERED WITH SECRETARY OF STATE	STATE OF INCORPORATION (IF A CORPORATION)

NOTE: A copy of the Certificate from the Secretary of State must accompany the application for the registered business name.

REGISTERED FICTITIOUS NAME OR TRADE NAME	DATE OF REGISTRATION
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NOTE: A copy of the Certificate from the Secretary of State must accompany the application for the registered fictitious or trade name, if applicable.

DEALERSHIP STREET ADDRESS	P.O. BOX #	SUITE #
CITY	STATE	ZIP CODE
COUNTY	BUSINESS TELEPHONE #	ALTERNATE TELEPHONE #

BUSINESS E-MAIL ADDRESS

(Please include a valid **business e-mail address** to receive electronic notification(s) on the processing of your application.)

FEDERAL EMPLOYEE IDENTIFICATION NUMBER (FEIN)	VENDOR'S #	
NAME OF BOND CARRIER	BOND #	EXPIRATION DATE

INITIAL	A used motor vehicle training course must be completed <u>prior</u> to applying for a used motor vehicle dealer's license (R.C. 4517.05).	
	I, as an authorized representative of the business entity or sole proprietor applying for a used motor vehicle dealer's license, have successfully completed a used motor vehicle dealer training course within the six months preceding the within six months preceding the receipt date of this application. <i>(Certificate must be submitted with the application.)</i>	
	COURSE COMPLETION DATE	COURSE PROVIDER #

IMPORTANT INFORMATION

Applications for a license shall be denied for reasons listed in R.C. 4517.12 and 4501:1-3-09 of the O.A.C., which include:

- A conviction of **ANY** fraudulent act (misdemeanor or felony), regardless of the conviction date, related to dealing in motor vehicles.

Following the issuance of a license, any individual listed on the license that has been convicted of committing any felony unrelated to dealing in motor vehicles regardless of the date of conviction, could be subject to an administrative hearing before the board, and at the board's discretion, the license may be suspended or revoked (R.C. 4517.33). Notification of an administrative hearing shall be given to the licensed holder in a timely manner upon notification to the Board of such a conviction.

OWNERSHIP INFORMATION (R.C. 4517.04, 4517.12 and O.A.C. 4501:1-3-07, 4501:1-3-09)

- All **Ohio residents** who are listed on this application **MUST** be electronically fingerprinted. Applicants must request that the results 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.)
- **All out-of-state applicants**, or those who qualify for electronic exemption that are listed on this application, **MUST** submit a fingerprint card (*supplied by Dealer Licensing or Ohio Attorney General's Office*), exemption form, and fingerprint card processing fee with the application for license. Contact the Dealer Licensing Section at (614) 752-7636 to request that a fingerprint card and exemption form be mailed to you

All individuals listed on this application are required to complete a criminal history record through the Bureau of Criminal Identification and Investigation (BCI). A Federal Bureau of Investigation (FBI) criminal history record is not acceptable in place of a BCI criminal history record.

NOTE: Some background checks could take BCI up to thirty (30) days for processing.

<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Limited Liability (LLC) (<i>Members</i>)	<input type="checkbox"/> Business Trust (<i>Trustees</i>)	<input type="checkbox"/> Partnership (<i>Partners</i>)
<input type="checkbox"/> Corporation (INC) (<i>President, Vice President, Treasurer, Secretary</i>)	<input type="checkbox"/> Other Registered Entity* _____		

*You may be required to show the registered ownership structure.

TITLE			
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> President	<input type="checkbox"/> Member (<i>owning 10% or more</i>)	<input type="checkbox"/> Partner <input type="checkbox"/> Trustee
FIRST NAME	MI	LAST NAME	SUFFIX (Jr., Sr., ETC.)
HOME ADDRESS			SSN
CITY	STATE	ZIP CODE	TELEPHONE #
ELECTRONIC FINGERPRINTS COMPLETED?		DATE COMPLETED	
<input type="checkbox"/> Yes <input type="checkbox"/> No			

TITLE			
<input type="checkbox"/> Vice President	<input type="checkbox"/> Member (<i>owning 10% or more</i>)	<input type="checkbox"/> Partner	<input type="checkbox"/> Trustee
FIRST NAME	MI	LAST NAME	SUFFIX (Jr., Sr., ETC.)
HOME ADDRESS			SSN
CITY	STATE	ZIP CODE	TELEPHONE #
ELECTRONIC FINGERPRINTS COMPLETED?		DATE COMPLETED	
<input type="checkbox"/> Yes <input type="checkbox"/> No			

TITLE			
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Member (owning 10% or more)	<input type="checkbox"/> Partner	<input type="checkbox"/> Trustee
FIRST NAME	MI	LAST NAME	SUFFIX (Jr., Sr., ETC.)
HOME ADDRESS			SSN
CITY	STATE	ZIP CODE	TELEPHONE #
ELECTRONIC FINGERPRINTS COMPLETED? <input type="checkbox"/> Yes <input type="checkbox"/> No		DATE COMPLETED	

TITLE			
<input type="checkbox"/> Secretary	<input type="checkbox"/> Member (owning 10% or more)	<input type="checkbox"/> Partner	<input type="checkbox"/> Trustee
FIRST NAME	MI	LAST NAME	SUFFIX (Jr., Sr., ETC.)
HOME ADDRESS			SSN
CITY	STATE	ZIP CODE	TELEPHONE #
ELECTRONIC FINGERPRINTS COMPLETED? <input type="checkbox"/> Yes <input type="checkbox"/> No		DATE COMPLETED	

Any additional persons, please list on a separate sheet of paper and attach with this application.

I, as an authorized representative of the business entity or sole proprietor, to the best of my knowledge and belief, acknowledge responsibility for any misrepresentation of the foregoing information and the subsequent statements in this application and any additional documents, as applicable.

<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Does the business listed on this application have a net worth of at least seventy five thousand dollars (\$75,000)? No dealer shall be issued a license or permitted to operate under a license unless the dealer has a net worth (Net Worth = Assets minus Liabilities) in the sum of \$75,000 and <u>must</u> be verifiable upon request of the Registrar. Net worth <u>must</u> be maintained during the entire period for which the license is held.		
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Has the business listed on this application secured a twenty five thousand dollar (\$25,000) surety bond? No dealer shall be issued a license or permitted to operate under a license unless the dealer has secured a surety bond in the applied business name in the amount of \$25,000 that is posted with the Attorney General's Office in favor of this state. The surety bond must be maintained during the entire period for which the license is held. (Proof of bond must accompany the application.)		
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Does any person listed on this application have an ownership interest in another motor vehicle business entity?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Has any person listed on this application previously applied for a motor vehicle dealer's license, leasing license, distributor's license, auction owner's license, motor vehicle salvage license, salvage motor vehicle auction license, salvage motor vehicle pool license, construction equipment auction license, or salesperson's license? (If yes, please list below; submit any additional information on a separate sheet of paper.)		
BUSINESS NAME APPLIED IN	DATE	TYPE OF LICENSE	PERMIT # (if issued)
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Has any person listed on this application ever had their dealer's license suspended or revoked?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Has any person listed on this application ever been convicted of a felony?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Has any person listed on this application, ever been convicted of a fraudulent act (felony or misdemeanor) that was related to the selling or dealing in motor vehicles? If answered " yes ", please provide the following certified documents and information: (1) A certified copy of a conviction or journal entry; (2) A certified copy of the sentencing entry; and (3) A certified copy of the indictment or complaint.		
<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Has any person listed on this application ever had a civil judgment rendered against them that was related to tampering with an odometer, rolling back an odometer, or failing to provide true and accurate odometer disclosure statements?		

Yes No 9. Does any person listed on this application have an unsatisfied civil judgment resulting from a motor vehicle transaction?
 If answered “yes” to either this question or #8, please provide the following **certified** documents and information:
 (1) A certified copy of a journal entry showing the final disposition of the judgment;
 (2) The court of jurisdiction that decided the civil judgment;
 (3) The court’s case number; and
 (4) The date the civil judgment was issued.

ESTABLISHED PLACE OF BUSINESS (R.C. 4517.03 and O.A.C. 4501:1-3-08)

INITIAL	The issuance of a license does not supersede building codes and local zoning. The State of Ohio (BMV) Dealer Licensing Section is the regulator of motor vehicle dealers, but it does not pre-empt the enforcement by local authorities of zoning, building codes, health, safety codes, or laws. It is recommended that each applicant check building and zoning regulations applicable to the proposed facility with their local authority prior to making application. Evidence of building and zoning requirements must be presented upon the request of the Registrar.
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**PLEASE READ CAREFULLY – ONLY option “A” or option “B”, NOT BOTH may be indicated below.
 [Not reading the options carefully could result in the license being suspended or revoked by the board for non-compliance.]**

A. The established place of business includes a display lot of at least three thousand five hundred (3,500) square feet, not including driveways or office, and has adequate ground cover of a hard surface (gravel, concrete, etc.) that is free of the collection of dust, mud, water, or other unsightly conditions.

B. The established place of business has a display area with a retail sales inventory that is limited at ALL times to ten (10) vehicles or less, has sufficient space for all vehicles being offered for retail sale, and has adequate ground cover of a hard surface (gravel, concrete, etc.) that is free of the collection of dust, mud, water, or other unsightly conditions.

**The established place of business meets the requirements of _____ (identify “A” or “B” NOT BOTH)
 [Not reading the options carefully could result in the license being suspended or revoked by the board for non-compliance.]**

Yes No C. The established place of business is identifiable as a motor vehicle dealership and is being used exclusively for the purpose of selling, displaying, offering for sale, or dealing in motor vehicles.

Yes No D. The established place of business is separated with a physical barrier from any other unrelated business, primary service facility, or residence, including a business operating from the building in which the office is housed and / or any other building on the proposed location.

A physical barrier between the dealership and service facility (*this does not include a motor vehicle salvage licensed location*) is not required if the service facility that is used to perform service on motor vehicles and the established place of business meet the following requirements:

- (1) The service facility is owned and operated by each person listed on the dealer license;
- (2) The display lot or area has a distinguished area(s) that is identified through signage for the motor vehicles that are being repaired, the motor vehicles that are being offered for sale, and customer parking;
- (3) A private office is available that is conducive to transacting business in a confidential manner regarding the sale of a motor vehicle.

A physical barrier is a fixture or feature of the property that distinguishes the display lot or area from residences or other businesses, and is comprised of metal, brick, stone, concrete, wood, heavy support cable, landscaping, curbing, or other comparable features that create a distinct space for the display lot. (O.A.C. 4501:1-03-08)

If no requirement is able to be met, please refer to the dealer licensing Web site (used motor vehicle dealer section) for further instruction.

The separation MUST be maintained as approved during the entire period for which the license is held.

Yes No E. The established place of business is sharing a location that also consists of a service facility that is owned and operated by each person listed in the ownership section of this application.

Yes No F. The established place of business is sharing the business location with another licensed motor vehicle dealer.
 If “yes”, give the business name _____
 (A **Certificate of Compliance** form (BMV 4347) must be submitted with this application.)

Yes No G. The established place of business was previously occupied by another licensed motor vehicle dealer.
 If “yes”, give the business name, if available _____

Yes No H. The established place of business has a permanent office of at least one hundred eighty (180) square feet of usable office area that is located on the display lot and kept in a neat and orderly fashion.
The law requires that the office includes adequate lighting, electrical service, heating, and ventilation that is secure and safe, and at minimum, a desk, three (3) chairs, and a filing cabinet, or similar furnishings that create an environment conducive to transacting business and facilitating the storage of records.

Yes No I. The established place of business has a sign that displays the registered business name in which the application is made, including any registered fictitious or trade names.
The law requires that the letters be no less than six (6) inches high and that the sign be permanent, properly maintained, and prominently displayed by the entrance of the office, if not visible from the public roadway.

HOURS OF OPERATION

	OPEN	CLOSE		OPEN	CLOSE		OPEN	CLOSE
SUNDAY			WEDNESDAY			SATURDAY		
MONDAY			THURSDAY					
TUESDAY			FRIDAY					

You must notify Dealer Licensing of any changes in your 'hours of operation' within fifteen (15) days of the change.

PHOTOGRAPHS

REQUIRED at the time of application, clear photographs of the location **MUST** be submitted via mail or e-mail (JPEG format) that show the following:

- (1) the display lot (3,500 sq. ft.) or display area (10 or less spaces for retail sales)
- (2) the physical barrier showing the designation of the display lot or area
- (3) the separation from another business and / or residence
- (4) the office (inside and outside)
- (5) the sign with the registered business name, including any registered fictitious or trade names
- (6) the posted business hours **must notify BMV if they change**
- (7) the posted business telephone number **must notify BMV if changed**
- (8) a view of the established place of business from across the street

NOTE: If photographs are not clear or not an accurate representation of the location, an inspection may be required prior to the issuance of the license.

PHOTOS MAY BE SUBMITTED BY MAIL WITH THE APPLICATION OR BY E-MAIL (JPEG format) TO dealerphotos@dps.ohio.gov.

(If submitted by e-mail, please include dealership name and county in the subject line.)

FEES ARE NON-REFUNDABLE

Make check payable to "Ohio Treasurer of State." Fees are as follows: (DO NOT SEND CASH)

Title Defect Rescission Fund*	\$ 150.00
Permit	\$ 50.00
Postage	\$ 4.50
Master Plate	\$ 50.25
SUBTOTAL FEE	\$ 254.75
**Additional Plate(s) (Optional) \$10.25 x _____	\$
GRAND TOTAL FEE	\$

*The BMV is required to collect a \$150.00 initial application fee on behalf of the Title Defect Rescission Fund. For information or questions on the Title Defect Rescission Fund, contact the Ohio Attorney General's Office at www.ohioattorneygeneral.gov or 1-800-282-0515.

INITIAL	The requested number of plates is based upon the projected sales volume. I understand that an audit of sales will automatically occur upon renewal of the license or upon the request of the registrar. It is understood that dealer plates shall not be used contrary to R.C. 4503.30 and may be subject to confiscation.
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Annual Sales	Max. plates
1 - 10	2 plates
11 - 25	3 plates
26 - 49	4 plates
50 - 99	5 plates
100 - 250	10 plates
251 +	unlimited

** Additional plates may be requested and renewed based upon annual sales (see chart).

PLEASE ALLOW 4 - 6 WEEKS FOR THE PROCESSING OF COMPLETED LICENSE APPLICATIONS.

✓ **NOTE:** The 4 - 6 weeks is from the time that the Dealer Licensing Section receives the application.

FAILURE TO COMPLETE ANY PORTION OF THIS APPLICATION WILL DELAY THE PROCESSING OF THE LICENSE.

✓ **NOTE:** All changes, including officers, business name, address and hours of operation must be reported to Dealer Licensing within fifteen (15) days of the change.

It is understood that at the discretion of the Registrar, a physical inspection will be performed by BMV Investigations prior to or after the issuance of the license and at any given time during the period which the license is held.

I understand that if the licensed location fails to meet any of the requirements or fails to maintain compliance, it will immediately be referred to the Motor Vehicle Dealers Board for possible suspension or revocation of the license.

I understand that the Registrar of motor vehicles must be notified if there is a change of status at the licensed location, including but not limited to, personnel of ownership, relocation of the place of business, posted business hours, and telephone number.

I understand that following the issuance of a license, any individual listed on the license that has been convicted of committing any felony unrelated to dealing in motor vehicles regardless of the date of conviction, could be subject to an administrative hearing before the board, and at the board's discretion, the license may be suspended or revoked (R.C. 4517.33). Notification of an administrative hearing shall be given to the licensed holder in a timely manner upon notification to the Board of such a conviction.

I affirm that the motor vehicles owned by this business will be insured or have other financial responsibility coverage, will not be operated without financial responsibility coverage, and will not be used as commercial vehicles unless so registered.

I, as an authorized representative of the business entity or sole proprietor, acknowledge that all information in the foregoing application and in any additional documentation is true and correct.

PRINTED OR TYPED NAME OF SIGNER

SIGNATURE (OWNER, PARTNER, PRESIDENT, MEMBER, TRUSTEE, OR PRINCIPAL OWNER)

DATE OF APPLICATION

X

Notary:

Sworn to and subscribed in my presence this _____ day of _____, 20 _____

in _____ County, State of _____.

(Notary Seal)

Signature of Notary / Clerk / Deputy Clerk **(circle one)** **X**

My commission expires _____

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

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

For additional information and all applicable laws
visit our Web site at www.OhioAutoDealers.com.

USED MOTOR VEHICLE DEALERS CHECKLIST

REMINDER:

FAILURE TO COMPLETE ANY PORTION OF THIS APPLICATION WILL DELAY THE PROCESSING OF THE LICENSE. PLEASE USE THE CHECKLIST BELOW TO ENSURE THAT THE FOLLOWING INFORMATION HAS BEEN COMPLETED AND ALL THE REQUIRED DOCUMENTATION IS ACCOMPANYING THE APPLICATION.

HAVE YOU...?

- Registered the business entity with the Secretary of State?
 - Included with the application a copy of the Certificate from the Secretary of State?
- Registered the business fictitious name or trade name with the Secretary of State?
 - Included with the application a copy of the Certificate from the Secretary of State?
- Obtained a Federal Employee Identification Number (FEIN) from the Internal Revenue Service (IRS)?
- Obtained a Vendors Number from the County Auditor's Office?
- Secured a Surety Bond with a Bond Broker for \$25,000 that is posted with the Ohio Attorney General's Office?
 - Included with the application, proof of the secured bond from the bond broker?
- Attended the Used Motor Vehicle Dealer Training Course?
 - Included with the application, a copy of the Certificate of Completion from an approved course provider?
- Completed the electronic fingerprinting / fingerprint card process for the criminal history record, with results being sent to Dealer Licensing?
 - Ensured all persons listed on the application have completed the electronic fingerprinting process or fingerprint card, as applicable?
- Verified that all physical requirements are in compliance with O.A.C. 4501:1-3-08?
- Taken all the required photographs?
 - Included the photographs with the application or submitted them by e-mail?
- Had the application signed and notarized?
- Included with the application a check or money order made payable to "Ohio Treasurer of State"?
- Made a copy of the completed application, accompanying documents, and photographs for your records?

THIS PAGE IS FOR YOUR RECORDS ONLY.

(Do not send with the application.)

For additional information and all applicable laws visit our Web site at www.OhioAutoDealers.com