



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 Are you, the applicant or anyone listed in the ownership section of this application (pg. 2) a manufacturer or affiliated entity with a manufacturer?

Yes  No Are you, the applicant or anyone listed in the ownership section of this application (pg. 2) 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](http://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 (See <b>NOTE 1</b> )	
DATE REGISTERED WITH SECRETARY OF STATE	STATE OF INCORPORATION (IF A CORPORATION)

**NOTE 1:** 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 (See <b>NOTE 2</b> )	DATE OF REGISTRATION
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**NOTE 2:** 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

Yes  No

**A used motor vehicle training course must be completed prior to applying for a used motor vehicle dealer's license (R.C. 4517.05).**

Has anyone listed in the ownership section of this application (pg. 2) successfully completed a used motor vehicle dealer training course within the six months preceding the receipt date of this application?

If "yes" a **Certificate MUST be submitted with the application.**

If "no" you **MUST list the exemption reason for not taking the course.**

Exemption Reason: \_\_\_\_\_

.JOB

### 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](http://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.**

Sole Proprietor   
 Limited Liability (LLC) (Members)   
 Business Trust (Trustees)   
 Partnership (Partners)  
 Corporation (INC) (President, Vice President, Treasurer, Secretary)   
 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 (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?		DATE COMPLETED		
<input type="checkbox"/> Yes <input type="checkbox"/> No				

TITLE				
<input type="checkbox"/> Vice President	<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?		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.

**To the best of my knowledge and belief, I, the applicant(s) 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)? <b>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.</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Does the business listed on this application have secured a twenty five thousand dollar (\$25,000) surety bond? <b>No dealer shall be issued a license or permitted to operate under a license unless the dealer has secured a surety bond in the registered business name in the amount of \$25,000 and the original surety bond is posted with the <u>Attorney General's Office</u> (address below) in favor of this state. (A copy of the bond <u>MUST</u> accompany the application.)  The surety bond <u>MUST</u> be maintained during the entire period for which the license is held.  <b>MAILING ADDRESS FOR ORIGINAL BOND: Ohio Attorney General, Consumer Protection Section, Attn: TDRF Unit Surety Bond, 30 E. Broad Street, 14th Floor, Columbus, OH 43215</b></b>		
<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 any felony in this state or another state? If answered " <b>yes</b> ", please provide the following <u>certified</u> 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. If convicted of a felony in another state, list the state(s): _____		
<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, in this state or another state? If answered " <b>yes</b> ", please provide the following <u>certified</u> 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. If convicted of a fraudulent act in another state, list the states(s): _____		

<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?
<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Does any person listed on this application have an unsatisfied civil judgment resulting from a motor vehicle transaction? (e.g. Title Defect Rescission Fund) If answered "yes" to either this question or #8, please provide the following <b>certified</b> 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)**

<input type="checkbox"/> Yes <input type="checkbox"/> No	A. Has anyone listed in the ownership section of this application (pg. 2) contacted the local zoning authorities? <i>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.</i> <b>It is recommended that each applicant check building and zoning regulations applicable to the proposed facility with their local authority prior to making application.</b> Evidence of building and zoning requirements must be presented upon the request of the Registrar. <b>NOTE:</b> Not obtaining the appropriate use permits with zoning could result in the denial, suspension, or revocation of the dealer's license.
<input type="checkbox"/> Yes <input type="checkbox"/> No	B. 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	D. The established place of business is separated with a permanent 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. <b>A permanent 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)</b> <b>The separation <u>MUST</u> be maintained as approved during the entire period for which the license is held.</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	E. The established place of business consists of a service facility that is owned and operated by <u>each</u> person listed in the ownership section of this application. A permanent physical barrier between the dealership and service facility ( <i>this does not include a motor vehicle salvage licensed location</i> ) 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 <u>each</u> person listed on the dealer license; (2) The display lot has distinguished area(s) that are 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. (REFER TO REQUIREMENTS FOR OFFICE)
<input type="checkbox"/> Yes <input type="checkbox"/> 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 <b>Certificate of Compliance</b> form (BMV 4347) must be submitted with this application.) <b>NOTE:</b> No more than two used motor vehicle dealers are permitted to share a location.
<input type="checkbox"/> Yes <input type="checkbox"/> No	G. The established place of business was previously occupied by another licensed motor vehicle dealer. If "yes", give the business name, if available _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	H. The established place of business has a permanent office of at least a contiguous one hundred eighty (180) square feet with walls of a hard surface, usable office area that is located on the display lot and kept in a neat and orderly fashion. <i>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.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	I. The established place of business has a sign that displays the exact registered business name and any registered fictitious or trade names as filed with the Secretary of State. <i>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.</i>

## HOURS OF OPERATION

Effective January 1, 2021 ALL licensed used motor vehicle dealers will be required to maintain twenty-five hours a week with ten of those being 9 A.M. – 5 P.M. Monday through Friday (O.A.C. 4501:1-3-08).

	OPEN	CLOSE		OPEN	CLOSE
MONDAY			SATURDAY		
TUESDAY			SUNDAY		
WEDNESDAY					
THURSDAY					
FRIDAY					

## 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.)
- (2) the permanent physical barrier showing the designation of the display lot
- (3) the Service facility, if applicable
- (4) the separation from another business and/or residence
- (5) the office (inside and outside)
- (6) the sign with the registered business name, including any registered fictitious or trade names
- (7) the posted business hours **must notify BMV if they change**
- (8) the posted business telephone number **must notify BMV if changed**
- (9) 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, additional photos will be requested.

**PHOTOS MAY BE SUBMITTED BY MAIL WITH THE APPLICATION OR BY E-MAIL (JPEG format) TO [dealerphotos@dps.ohio.gov](mailto: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
<b>SUBTOTAL FEE</b>	<b>\$ 254.75</b>
**Additional Plate(s) (Optional) \$10.25 x _____	\$
<b>GRAND TOTAL FEE</b>	<b>\$</b>

\*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](http://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
<b>X</b>	

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