



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**NEW MOTOR VEHICLE DEALER  
APPLICATION FOR ADDRESS CHANGE**

**INCOMPLETE INFORMATION WILL RESULT IN THE DELAY OF PROCESSING YOUR APPLICATION.**

*Change of status notice is required in writing, within 15 days of the change (R.C. 4517.23).*

- Change of Address                       Add/Remove a P.O. Box

**CURRENT INFORMATION**

EXACT BUSINESS NAME	DEALER PERMIT #	DEALER PLATE #	
REGISTERED DBA OR TRADE NAME	BUSINESS TELEPHONE		
CURRENT BUSINESS STREET ADDRESS	P.O. BOX	E-MAIL ADDRESS (OPTIONAL)	
CITY	STATE	ZIP CODE	COUNTY

INITIAL	It is understood that a physical inspection will be performed by BMV Investigations shortly after issuance of the amended change. If the licensed location fails to meet any of the listed requirements, it will immediately be referred, to the Motor Vehicle Dealer Board for possible suspension or revocation of the license.
INITIAL	<b>Note:</b> The issuance of a New Motor Vehicle Dealer License does not supersede local zoning. The State of Ohio (BMV) Dealer Licensing is the regulator of motor vehicle dealers, but does not pre-empt the enforcement by local authorities of zoning, health, or safety codes or laws. It is recommended that each applicant check zoning regulations applicable to the proposed facility with their local authority prior to making application.

**CHANGE OF ADDRESS**

NEW BUSINESS STREET ADDRESS	P.O. BOX	BUSINESS TELEPHONE	
CITY	STATE	ZIP CODE	COUNTY
Contact your County Auditor to determine if a new vendor's number is required. If yes, enter new vendor number.	NEW VENDOR'S NUMBER ( IF APPLICABLE)		

**Photographs of the location must accompany the application via mail or e-mail showing the office (inside and outside) and the business sign.**

**Photographs sent via e-mail must be sent as an attachment and in JPG format only to:**  
[dealerphotos@dps.ohio.gov](mailto:dealerphotos@dps.ohio.gov).

**Please include your business name and permit number in the subject line of your e-mail.**

**ADD OR REMOVE P.O. BOX**

*P.O. BOX	<input type="checkbox"/> ADD
P.O. BOX	<input type="checkbox"/> REMOVE

**\*Must be within the same city and zip code of the physical address.**

MOTOR VEHICLE DEALER	FEES
MOTOR VEHICLE DEALER PERMIT (REQUIRED)	\$ 2.00
AMENDED REGISTRATION CARDS MASTER PLATE + ADDITIONAL PLATES (REQUIRED, IF ISSUED LICENSE PLATES) \$1.00 x _____	\$ _____
<b>GRAND TOTAL FEE</b>	<b>\$ _____</b>

**MAKE CHECKS PAYABLE TO "OHIO TREASURER OF STATE"**

**NEW MOTOR VEHICLE DEALER PHYSICAL REQUIREMENTS**

Below are listed the physical requirements for application. Affirm that each requirement meets exactly as intended at the time of application and shall remain in compliance the entire time the license is held.

INITIAL	The business must have a net worth (assets – liabilities) of at least \$75,000 and maintained throughout the course of holding a valid license.
INITIAL	<b>The dealership must be used exclusively for the purpose of offering for sale, displaying for sale, or dealing in motor vehicles:</b> A dealership may be considered used exclusively for the purpose of dealing in motor vehicles, even though certain departments are maintained there, provided that those departments are operated in support of the dealership. Those departments may include, but not limited to, parts, service, paint, and repair.
INITIAL	<b>Space under roof for the display of at least one new motor vehicle:</b> Display for sale, tent-type fold-out camping trailers, semi-trailers, or park trailers are not subject to the requirement that the place of business have space under roof for displaying, servicing, or repairing of at least one new motor vehicle.
INITIAL	<b>Space under roof for the servicing and repair of at least one new motor vehicle:</b> A dealership who operates a remote service facility with consent of the manufacturer and only to perform repairs, warranty work, recall work, and maintenance on vehicles pursuant to the franchise agreement, must be within one mile of the dealership pursuant to 4517.01 (JJ) of the Revised Code.
INITIAL	The business hours must be prominently displayed and maintained with the office staffed by a person licensed under chapter 4517 of the R.C. during the entire time the license is held.
INITIAL	A certified copy of the dealer permit and a current list of salespersons shall be posted in a conspicuous place in each place of business pursuant to 4517.10 of the R.C.
INITIAL	A permanent, properly maintained, and prominently displayed sign showing the exact name of the business as it appears on the application and, any registered trade names in letters that shall be no less than six inches high.
INITIAL	Required at the time of application, the applicant must provide clear photographs (via mail or e-mail) of the location showing; <ul style="list-style-type: none"> <li>1) the display lot</li> <li>2) the office (inside and outside)</li> <li>3) the sign with the business name, including any registered trade names.</li> </ul>

**PHOTOS MAY BE SUBMITTED BY MAIL WITH THE APPLICATION OR BY E-MAIL TO  
[dealerphotos@dps.state.oh.us](mailto:dealerphotos@dps.state.oh.us)**

**STOP**

**Please DO NOT submit an application until you meet the  
NEW MOTOR VEHICLE DEALER PHYSICAL  
REQUIREMENTS that have been listed above.**

**Fees are non-refundable.**

**ANSWER EACH OF THE FOLLOWING QUESTIONS TRUTHFULLY TO THE BEST OF YOUR KNOWLEDGE**

**FRANCHISE MOTOR VEHICLE DEALERS:** Indicate each MAKE that will be sold:

(Statements of Contract, BMV 4319, must be submitted for the makes listed below with the change of address application.)

MAKE	MAKE	MAKE	MAKE	MAKE
<input type="checkbox"/> Yes <input type="checkbox"/> No      Will any business other than a licensed motor vehicle dealer be operated from this proposed dealership location?  <i>This includes a business operating from the building your office is housed and/or any other building on the proposed motor vehicle dealership location. If yes, what type of business is sharing the location, (Include business name and the relationship to this proposed Motor Vehicle Dealership)? Please provide answers on a separate sheet and submit with application.</i>				
<input type="checkbox"/> Yes <input type="checkbox"/> No      Are you or do you intend on sharing the proposed 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.)				
<input type="checkbox"/> Yes <input type="checkbox"/> No      To your knowledge was the proposed business location previously occupied by another licensed motor vehicle dealer?  * If "yes", indicate the business name, if applicable _____				

I AFFIRM THAT ALL INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT AND THAT I, AS OWNER, PARTNER, OFFICER, MEMBER OR TRUSTEE HAVE AUTHORITY TO SIGN THIS APPLICATION.

SIGNATURE (OWNER, PARTNER, PRESIDENT, MEMBER, OR TRUSTEE) <b>X</b>	DATE
PRINTED OR TYPED NAME OF SIGNER	

**RETURN THE COMPLETED APPLICATION, PHOTOS, 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 Laws**  
 Visit our Web site at [www.OhioAutoDealers.com](http://www.OhioAutoDealers.com)