



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

**MOTOR VEHICLE DEALER APPLICATION FOR
BUSINESS NAME / DBA CHANGE**
OHIO REVISED CODE (R.C.) 4517.23

Change of status notice is required in writing, within 15 days of the change.

INCOMPLETE INFORMATION WILL RESULT IN THE DELAY OF PROCESSING YOUR APPLICATION

<input type="checkbox"/> Change of Business Name	<input type="checkbox"/> Add a DBA Name	<input type="checkbox"/> *Remove a DBA Name
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**When a DBA is removed, the dealer has sixty (60) days from the date the application is processed to have ALL titles transferred out of the DBA. Any titles after the 60 days will not be able to be transferred by the title office, they will need to go through the court order process, please contact your county clerk of courts for the court order process.*

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 may be performed by BMV Investigations shortly after issuance. If the licensed location fails to meet any requirements it may be referred to the Motor Vehicle Dealer Board for possible suspension or revocation of the license.
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CHANGE OF BUSINESS NAME

NEW BUSINESS NAME

Submit photographs of the proposed business sign(s). The sign must display the business name in which the application is made, any registered trade names in letters, and letters shall be no less than six inches high, be permanent, properly maintained and prominently displayed by the entrance of the office, if the sign is not visible from the public roadway.

Submit photographs in JPG format only, and e-mail to: dealerphotos@dps.ohio.gov. Please include your business name and permit number in the subject of your e-mail.

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 this application.

MAKE	MAKE	MAKE	MAKE	MAKE
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ADD OR REMOVE A DBA NAME

DBA OR FICTITIOUS NAME	<input type="checkbox"/> ADD
DBA OR FICTITIOUS NAME	<input type="checkbox"/> *REMOVE

PHOTOS MAY BE SUBMITTED BY MAIL WITH THE APPLICATION OR BY E-MAIL TO

dealerphotos@dps.ohio.gov

MOTOR VEHICLE DEALERS

FEEES

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

MAKE CHECKS PAYABLE TO "OHIO TREASURER OF STATE"

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) X	DATE
PRINT 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