



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

**MOTOR VEHICLE SALVAGE DEALER, SALVAGE MOTOR
VEHICLE AUCTION, SALVAGE MOTOR VEHICLE POOL
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 4738 of the Ohio Revised Code (R.C.) and Chapter 4501:1-4 of the Ohio Administrative Code (O.A.C.)

☐ YES ☐ NO

Are you or your spouse 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 you or your spouse's DD214, an official military ID for verification, separation documentation, or other official military documentation approved by the board.

☐ YES ☐ NO

I affirm that I have completed the I-9 Employment Eligibility Verification form that is required to be on file with the employer under the Immigration Reform and Control Act of 1986, 8 USC 1324a (with the exception of sole proprietors).

INDICATE SALVAGE LICENSE TYPE (check ONLY one)

☐ ***Motor Vehicle Salvage Dealers License**

For salvage license that deals primarily in motor vehicle parts.

☐ **Motorcycle / Motor Scooter / APV Salvage Dealers**

For salvage license that deals **exclusively** in motorcycles / motor scooters / APV's parts. (NOTE: If any motor vehicle parts will be sold, you must apply for a Salvage Motor Vehicle Dealers License and meet the requirements.)

☐ ***Salvage Motor Vehicle Auction**

For salvage license that engages in the business of auctioning salvage motor vehicles to authorized purchasers.

☐ ***Salvage Motor Vehicle Pool**

For salvage license that engages in the business of storing, displaying, and offering for sale, salvage motor vehicles to authorized purchasers.

SALVAGE DEALER, SALVAGE AUCTION, OR SALVAGE POOL INFORMATION

EXACT BUSINESS NAME	BUSINESS PHONE #	ALTERNATE PHONE #
REGISTERED DBA OR TRADE NAME	FAX #	COUNTY
BUSINESS STREET ADDRESS	E-MAIL ADDRESS (Required)	
CITY	STATE	ZIP CODE

FEDERAL TAX ID OR EIN #

VENDOR'S #

REGISTERED DBA OR TRADE NAME

HOURS OF OPERATION

	OPEN	CLOSE		OPEN	CLOSE
MONDAY			SATURDAY		
TUESDAY			SUNDAY		
WEDNESDAY					
THURSDAY					
FRIDAY					

IMPORTANT INFORMATION

Applications for a license may be denied for reasons which include:

- Having been convicted of, judicial finding of guilt of, or plea of guilty to a disqualifying offense as determined under section 9.79 of the R.C.

For a complete list of disqualifying offenses, visit our website at www.OhioAutoDealers.com.

OWNERSHIP INFORMATION (R.C. 4738.04, 4738.07 and O.A.C. 4501:1-4-02, 4501:1-24)

- 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, exemption form, and fingerprint card processing fee with the application for license. Please visit the Ohio Attorney General's Office website at www.ohioattorneygeneral.gov to obtain a finger print card and exemption form.

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.

BUSINESS ENTITY INFORMATION (Mark one and complete ownership information)

☐ Sole Proprietor	☐ Corporation (President, Vice President, Treasurer, Secretary)	☐ Limited Liability (Members)
☐ Partnership (Partners)	☐ Business Trust (Trustee)	☐ Other Registered Entity* _____

**Must include a copy of the registered business entity that has been filed with the Secretary of State. You may be required to show the registered ownership structure.*

OWNERSHIP INFORMATION

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

APPLICANT NAME OR CORPORATION NAME		TITLE
HOME OR CORPORATION ADDRESS		SSN / FEIN
CITY, STATE, ZIP	TELEPHONE #	OWNERSHIP % (if member)
ELECTRONIC FINGERPRINTS COMPLETED? ☐ YES ☐ NO	DATE COMPLETED	E-MAIL ADDRESS (Required)

APPLICANT NAME (first, middle, last, suffix)		TITLE
HOME ADDRESS		SSN
CITY, STATE, ZIP	TELEPHONE #	OWNERSHIP % (if member)
ELECTRONIC FINGERPRINTS COMPLETED? ☐ YES ☐ NO	DATE COMPLETED	E-MAIL ADDRESS (Required)

APPLICANT NAME (first, middle, last, suffix)		TITLE
HOME ADDRESS		SSN
CITY, STATE, ZIP	TELEPHONE #	OWNERSHIP % (if member)
ELECTRONIC FINGERPRINTS COMPLETED? ☐ YES ☐ NO	DATE COMPLETED	E-MAIL ADDRESS (Required)

APPLICANT NAME (first, middle, last, suffix)		TITLE
HOME ADDRESS		SSN
CITY, STATE, ZIP	TELEPHONE #	OWNERSHIP % (if member)
ELECTRONIC FINGERPRINTS COMPLETED? ☐ YES ☐ NO	DATE COMPLETED	E-MAIL ADDRESS (Required)

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

An email address for each individual listed on this application will be used for an adjudication conducted in accordance with section 119.01 to 119.13 of the R.C. The Motor Vehicle Dealers Board may serve a document on a party to the adjudication through the method of electronic mail.

Provisional Motor Vehicle Salvage License: It is understood that a physical inspection will be performed by BMV Investigations and if passes the initial inspection; a 180-day provisional permit may be issued.

INITIAL	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 re-inspected near the end of the 180-day provisional period, and that the business must pass the inspection at that time.
INITIAL	If the licensed location fails to meet any of the listed requirements, 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.
INITIAL	If the applicant passes the second inspection, it may simply continue in business as regulated by R.C. 4738. Shortly after the second inspection is approved, you will receive a permit and new registration cards and stickers, if plates were ordered.

APPLICANT QUESTIONS

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.

☐ YES ☐ NO 1. Does the business listed on this application have a net worth of at least twenty thousand (\$20,000) dollars? <i>No dealer shall be issued a motor vehicle salvage dealer's license, salvage motor vehicle auction or salvage motor vehicle pool license or permitted to operate under a license unless there is a net worth (Net Worth = Assets minus Liabilities) in the sum of \$20,000, and must be verifiable upon request of the Registrar.</i> <i>Net worth must be maintained during the entire period for which the license is held.</i>			
☐ YES ☐ NO 2. Are you or any person listed in the ownership information section on this application, listed under another motor vehicle business entity? If answered "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)
☐ YES ☐ NO 3. Have you or any person listed in the ownership information section on this application, previously applied for a motor vehicle dealer's license, leasing license, distributor's license, auction owner's license, remanufacturer, license, adaptive mobility license, motor vehicle salvage dealership, motor vehicle salvage auction, motor vehicle salvage pool, or construction equipment auction 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)
☐ YES ☐ NO 4. Have you or any person listed in the ownership information section on this application, ever had their motor vehicle salvage dealer, salvage motor vehicle auction or salvage motor vehicle pool license suspended or revoked?			

☐ YES ☐ NO	5. Has any person listed on this application ever been convicted of, judicial finding of guilt of, or plea of guilty to a disqualifying offense as determined under section 9.79 of the R.C. in this state or any other state? For a complete list of disqualifying offenses, visit our website at www.OhioAutoDealers.com. 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. If in another state, list the state(s): _____
☐ YES ☐ NO	6. Have you or any person listed in the ownership information section on this application, ever had a civil judgment rendered against you that resulted from a transaction of business as a motor vehicle salvage dealer, salvage motor vehicle auction or salvage motor vehicle pool and remains unsatisfied? If answered “ yes ” please provide the following certified documents and information: (1) The court’s journal entry showing the final disposition of the judgment. (2) The court of jurisdiction that decided the civil judgment. (3) That court’s case number. (4) The date the civil judgment was issued.
☐ YES ☐ NO	7. Are you or do you intend on sharing the proposed business location with another licensed motor vehicle salvage dealer? * If “ yes ”, give the business name _____ and permit # _____ *A Certificate of Compliance form (BMV 4347) must be submitted with this application.
☐ YES ☐ NO	8. To your knowledge, was the proposed business location previously occupied by another licensed motor vehicle salvage dealer, salvage motor vehicle auction or salvage motor vehicle pool? If “ yes ”, give the business name, if available _____

LOCATION REQUIREMENTS

Listed below are 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 established place of business listed on this application meets all zoning requirements and laws? Evidence of building and zoning approval may be requested by the Registrar of the Bureau of Motor Vehicles or his designee. NOTE: R.C. 4517.01 (NN) requires the established place of business of the license to meet “local zoning or municipal requirements.” Failure to comply with R.C. 4501.17(NN) (2) may result in licensing action, including suspension or revocation of the dealership license.
INITIAL	Motor Vehicle Salvage Dealer License (<u>primarily</u> motor vehicle parts): A minimum area of a contiguous fifty thousand (50,000) square feet.
INITIAL	Motorcycle / Motor Scooter / APV Dealer License (<u>exclusive</u> to motorcycle / motor scooter / APV parts): A minimum area of a contiguous five thousand (5,000) square feet.
INITIAL	Area must be shielded by a fence meeting the following requirements, except in very limited instances and not in violation of the relevant provisions of sections R.C. 4737.07 and 4737.09: - Fencing shall be a minimum height of six feet and a maximum of ten feet. - Fencing shall shield the salvage place of business from ordinary view. All inventory of the business shall 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 <u>year-round</u> to prevent view of the salvage place of business may be substituted for the fence.)
INITIAL	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: A clearly identifiable area devoted to sales transactions.
INITIAL	The business hours must be maintained and legibly posted in a conspicuous place near the entrance of the office.

INITIAL	Each motor vehicle salvage dealer, salvage motor vehicle auction, or salvage motor vehicle pool licenses shall be posted in a conspicuous place in each place of business establishment.
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, in letters that shall be no less than six (6") inches high.
INITIAL	No salvage motor vehicle dealer may operate at the same location as any salvage motor vehicle auction or salvage motor vehicle pool is operated.
INITIAL	Required at the time of application, the applicant must provide clear photographs via mail or e-mail (JPG format) of the location showing; (1) the salvage business location for which the license is being sought, to include (a) area behind shielding that is designated for inventory storage (b) area in front of the shielding (2) the sign with the business name, including any registered trade names. (3) inside of the office showing designated parts counter (4) outside of the office area

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)

Motor Vehicle Salvage Dealer Salvage Motor Vehicle Auction Salvage Motor Vehicle Pool	Permit	\$ 100.00
	Master Plate (Optional)	\$ 50.25
	Postage	\$ 4.50
	SUBTOTAL FEE	\$ 154.75
	First time application with fingerprint card (Out-of-State Residents) \$22.00 X _____	\$
	*Additional Plate(s) (Optional) \$10.25 x _____	\$
	GRAND TOTAL FEE	\$

INITIAL	A reasonable number of additional plates may be requested to support the motor vehicle salvage license. Plates may not be used contrary to uses as specified in the R.C. 4503.31. I understand that plates used for any other purpose may be reduced or may be subject to confiscation. (Motor Vehicle Salvage Dealer, Salvage Pool, Salvage Auction ONLY)
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FEE FOR THE FOLLOWING LICENSE

Motorcycle / Motor Scooter / APV Salvage Dealer	Permit	\$100.00
	GRAND TOTAL FEE	\$

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 Salvage Dealer's Licensing 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 this application may be denied if any individual listed under the ownership has been convicted of, judicial finding of guilt of, or plea of guilty to a disqualifying offense as determined under section 9.79 of the R.C. Notification of an administrative hearing shall be given to the applicants 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	TITLE
SIGNATURE (OWNER, PARTNER, PRESIDENT, MEMBER, TRUSTEE, OR PRINCIPAL OWNER) X	DATE OF APPLICATION

NOTARY

Subscribed and sworn to before me this _____ day of _____, _____ in the
county of _____ State of Ohio.

(SEAL)

My commission expires _____ **X** _____
SIGNATURE

**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.