



DEPARTMENT OF TRANSPORTATION  
DRIVER AND MOTOR VEHICLE SERVICES  
1905 LANA AVE NE, SALEM OREGON 97314

# APPLICATION TO CORRECT DEALER / REBUILDER VEHICLE DEALER CERTIFICATE

DEALER NUMBER

EFFECTIVE DATE

EXPIRATION DATE

CURRENT BUSINESS NAME

1

**Check the reason for correction:**

- Name Change     Address Change     Add / Remove Owners     Org. / Structure Change

**Instructions:**

- The fee for a corrected certificate: \$30.
- Name change and/or address change: \$30. (Be sure to attach Bond Rider and Insurance Certificate).
- Organizational structure change: \$30. (i.e., Individual partnership or LLC to Corp.) (Be sure to attach a bond rider and insurance certificate).
- Adding/Removing LLC member or corporate officer: **No Fee**
- Each new owner must complete and sign lines 12-16 or 17-21. **More directions on back.**
- Each owner being removed must sign line 22 or 23.
- One owner must sign line 24.
- Provide copy of valid photo ID if changing residence address.
- Dealer number and expiration date will stay the same.

**VALIDATION USE ONLY**

Submit the completed application to: DMV Business Licensing Unit, 1905 Lana Ave NE, Salem Oregon 97314.

**NOTE:** If the dealership has been sold, the new owner(s) must obtain their own vehicle dealer certificate using the Form 735-370 Packet (Form 735-366 for motorcycle dealers) since a dealer certificate is not transferable.

## NAME CHANGE

2

NEW BUSINESS NAME (If assumed business name, fill in Registry Number.)    OREGON BUSINESS REGISTRY NUMBER    FEDERAL EMPLOYER IDENTIFICATION NUMBER

**Any alteration of Line 3 voids location approval.**

## ADDRESS CHANGE

3

NEW LOCATION WHERE BUSINESS WILL BE CONDUCTED (STREET ADDRESS)     RESIDENCE     PREVIOUS SUPPLEMENTAL    BUSINESS TELEPHONE (    )

4

CITY    ZIP CODE    COUNTY

5

RESIDENCE ADDRESS    CITY    ZIP CODE    EMAIL

6

MAILING ADDRESS    CITY    ZIP CODE

7

PREVIOUS LOCATION    CITY    ZIP CODE

## LOCATION APPROVAL - Required only if dealer is changing business location

Certification of Local Zoning and Business Regulatory Compliance. ORS 822.005 requires a vehicle dealer certificate, unless exempt under ORS 822.015, for any person who:

- (a) Buys, sells, brokers, trades or exchanges vehicles either outright or by means of any conditional sale, bailment, lease, security interest, consignment or otherwise; OR
- (b) Displays a new or used vehicle, trailer or semitrailer; OR
- (c) Acts as any type of agent for the owner of a vehicle to sell the vehicle or acts as any type of agent for a person interested in buying a vehicle to buy a vehicle.

THE CERTIFICATION BELOW IS TO BE COMPLETED BY THE LOCAL ZONING OFFICIAL. The approval below should be based upon whether the applicant can do **ANY** of the activities listed in (a) through (c) above under applicable ordinances, at the location of the business given on Line 3. Pursuant to ORS 822.025(6), applicant meets requirements below.

As the zoning official for the jurisdiction in which this business is located, I verify by my signature below that the location of this business as stated on this application complies with any land use ordinances or business regulatory ordinances of the jurisdiction pursuant to ORS 822.025.(6)

8

CITY OF:     COUNTY OF:    TELEPHONE NUMBER (    )

9

PRINT NAME    TITLE

10

SIGNATURE    DATE

X

Restrictions on the location approval are in an attached letter from the zoning authority.

▼ Place stamp or seal here ▼

## OWNERSHIP CHANGE

Check your organization type on **Line 11**, list all owners and provide other required information below. The dealer certificate number and expiration date will stay the same. If adding names, attach (staple) copies of ALL new owners, partners, LLC members or corporate officers' official photo ID's (driver license or state issued identification card ONLY). Copy must be legible. If the residence address on the photo ID is different than the residence address listed below, submit a statement explaining why the addresses do not match.

**11**  Individual  Partnership  LLC  Corporation (If corporation, under what state is business incorporated?) \_\_\_\_\_

### **ADD NAMES** List each person being **added** as a partner, LLC member or corporate officer.

<b>12</b> PRINT NAME (MUST SIGN LINE 16)	TITLE		
<b>13</b> DATE OF BIRTH	DRIVER LICENSE NUMBER	STATE OF ISSUE	HOME PHONE NUMBER (      )
<b>14</b> RESIDENCE ADDRESS	CITY	STATE	ZIP CODE
<b>15</b> MAILING ADDRESS	CITY	STATE	ZIP CODE
<b>16</b> CERTIFYING <b>SIGNATURE</b> OF OWNER SHOWN ON LINE 12 ABOVE <b>X</b>	DATE		

<b>17</b> PRINT NAME (MUST SIGN LINE 21)	TITLE		
<b>18</b> DATE OF BIRTH	DRIVER LICENSE NUMBER	STATE OF ISSUE	HOME PHONE NUMBER (      )
<b>19</b> RESIDENCE ADDRESS	CITY	STATE	ZIP CODE
<b>20</b> MAILING ADDRESS	CITY	STATE	ZIP CODE
<b>21</b> CERTIFYING <b>SIGNATURE</b> OF OWNER SHOWN ON LINE 17 ABOVE <b>X</b>	DATE		

### **REMOVE NAMES** List each person being **removed** as a partner, LLC member or corporate officer.

<b>22</b> PRINT NAME	SIGNATURE <b>X</b>	TITLE
<b>23</b> PRINT NAME	SIGNATURE <b>X</b>	TITLE

## CERTIFICATION

False certification is a Class B misdemeanor under ORS 162.085, and is punishable by six months in jail, a fine of up to \$2,500 or both. In addition, civil penalties and DMV sanctions against you or your dealer certificate may be imposed. With this in mind:

**I CERTIFY** I am an owner, partner, LLC member or corporate officer of this dealership and all information on this application is accurate.

<b>24</b> CERTIFYING <b>SIGNATURE</b> OF OWNER <b>X</b>	TITLE
--	-------

## NEW BUSINESS LOCATION INFORMATION

**25** **Property is (check one):**  OWNED  LEASED / RENTED: LEASE OR RENTAL PERIOD: \_\_\_\_\_  
If property is "Leased / Rented" complete the following:

<b>26</b> PROPERTY OWNER'S FULL NAME	TELEPHONE NUMBER (      )		
<b>27</b> PROPERTY OWNER'S ADDRESS	CITY	STATE	ZIP CODE

### **Don't Forget!**

- For name change, address change and organizational structure change a rider from your bonding company and a new insurance certificate must be attached.
- One owner needs to sign Line 24.
- Location approval is required when changing a business location.
- A fee of \$30 is required with the exception of a change of LLC member or Corporate officer which requires no fee.