



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

APPLICATION TO CORRECT BUSINESS CERTIFICATE

AS A DISMANTLER OF MOTOR VEHICLES

NO FEE

CERTIFICATE NUMBER

EXPIRATION DATE



1 **Check the reason you are applying for a correction:**

Name Change Address Change Name & Address Change Remove Owners

Org. / Structure Change

NAME CHANGE

2 NEW BUSINESS NAME _____ OREGON BUSINESS REGISTRY NUMBER _____ FEDERAL EMPLOYER IDENTIFICATION NUMBER _____

ADDRESS CHANGE Any alteration of Line 3 voids location approval.

3 NEW LOCATION WHERE BUSINESS WILL BE CONDUCTED (STREET ADDRESS) _____ BUSINESS TELEPHONE NUMBER () _____

4 CITY _____ ZIP CODE _____ COUNTY _____

5 RESIDENCE ADDRESS _____ CITY _____ ZIP CODE _____

6 MAILING ADDRESS _____ CITY _____ ZIP CODE _____

7 PREVIOUS LOCATION _____ CITY _____ ZIP CODE _____

8 a) THE **DIMENSIONS** OF THE PROPERTY ON WHICH THE BUSINESS IS LOCATED ARE _____ ft. X _____ ft.
 b) ORS 822.115(4) requires applicants to file a **description of the location** of the dismantling yard. Accordingly, please submit a plat map or similar description of the location of the premises.

NEW BUSINESS LOCATION INFORMATION

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

10 PROPERTY OWNER'S FULL NAME _____ TELEPHONE NUMBER () _____

11 PROPERTY OWNER'S ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

LOCAL GOVERNMENT APPROVAL (CITY / COUNTY)

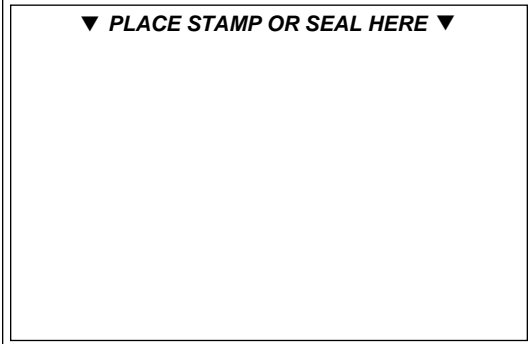
By signing this application the City or County authorizes a dismantler business to be conducted at the location listed on Line 3 of this application. **If a dismantler business cannot be conducted at that location, or if any of the conditions below are not met, do not sign this approval.**

I represent an incorporated city with a population of 100,000 or more.
 By signing on Line 14, I certify that pursuant to ORS 822.110(1)(a) the address listed as the place of business to be approved for use in the motor vehicle dismantling business is zoned for industrial use or subject to another zoning classification that permits the type of business conducted by the dismantler.

I represent a County, or an incorporated city with a population of less than 100,000.
 By signing on Line 14, I certify the following:

I CERTIFY THAT THE GOVERNING BODY OF THE CITY COUNTY OF _____ HAS:

- A) APPROVED THE APPLICANT AS BEING SUITABLE TO ESTABLISH, MAINTAIN OR OPERATE A DISMANTLING YARD OR BUSINESS (ORIGINAL APPLICATIONS ONLY).
- B) DETERMINED THAT THE LOCATION OR PROPOSED LOCATION MEETS THE REQUIREMENTS FOR LOCATION UNDER OREGON REVISED STATUTE 822.110(1)(a).
- C) DETERMINED THAT THE LOCATION DOES NOT VIOLATE ANY APPLICABLE PROVISION OF ORS 822.135.
- D) APPROVED THE LOCATION AND DETERMINED THAT THE LOCATION COMPLIES WITH ANY REGULATIONS ADOPTED BY THE JURISDICTION UNDER ORS 822.140.



I ALSO CERTIFY THAT I AM AUTHORIZED TO SIGN THIS APPLICATION AND AS EVIDENCE OF SUCH AUTHORITY DO AFFIX HEREON THE SEAL OR STAMP OF THE CITY OR COUNTY.

13 NAME _____ TITLE _____ PHONE NUMBER () _____

14 SIGNATURE _____ DATE _____

15 APPLICANT — By signing this application you are also certifying that:

1. The right-of-way of any highway adjacent to the area proposed for approval to conduct the dismantling business is used for access to the premises and public parking;
2. You maintain a building or enclosure or other barrier at least six feet high for the purpose of conducting the dismantling business;
3. You will not store any vehicles or vehicle parts or conduct the dismantling business outside of the building, enclosure or barrier; and
4. The business is hidden and adequately screened by the terrain or other natural objects or by plants, fences or other appropriate means so as not to be visible from the main traveled way or the highway except as permitted by ORS 822.135(1)(k).

OWNERSHIP CHANGE

Check your organization type on **Line 16**, list all owners and provide other required information below. Your dismantler number and expiration date will stay the same. If adding names, attach (staple) copies of ALL new owners, partners, LLC members or corporate officer's 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.

16 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.

17 PRINT NAME (MUST SIGN LINE 21) _____ TITLE _____

18 DATE OF BIRTH _____ DRIVER LICENSE NUMBER _____ STATE OF ISSUE _____ HOME PHONE NUMBER () _____

19 RESIDENCE ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

20 MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

21 CERTIFYING SIGNATURE OF OWNER SHOWN ON LINE 17 ABOVE _____ DATE _____
X

22 PRINT NAME (MUST SIGN LINE 26) _____ TITLE _____

23 DATE OF BIRTH _____ DRIVER LICENSE NUMBER _____ STATE OF ISSUE _____ HOME PHONE NUMBER () _____

24 RESIDENCE ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

25 MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

26 CERTIFYING SIGNATURE OF OWNER SHOWN ON LINE 22 ABOVE _____ DATE _____
X

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

27 PRINT NAME _____ SIGNATURE **X** _____ TITLE _____

28 PRINT NAME _____ SIGNATURE **X** _____ 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, DMV civil penalties and sanctions against you or your dismantler certificate may be imposed. With this in mind:

I certify I am an owner, a partner, an LLC member or corporate officer of this business and all information on this application is accurate and true.

29 SIGNATURE OF PERSON CERTIFYING (THIS CANNOT BE A PERSON LISTED ON LINES 27 OR 28) _____ TITLE _____
X

30 **BOND ENDORSEMENT** | **VALIDATION USE ONLY:**

31 Attach rider from bonding company

INSTRUCTIONS FOR COMPLETING A CORRECTION APPLICATION FOR A DISMANTLER CERTIFICATE

Use this form for:

- Name change;
- Address change;
- Name & address change;
- Add or remove an owner, partner, LLC member or corporate officer; or
- Change type of organization (e.g., LLC to corporation, partner to corporation).

Complete all sections of the application and submit your completed application to:

DMV Business Licensing Unit
1905 Lana Ave NE
Salem OR 97314

There is no fee for a corrected dismantler certificate to change the business name, business location, organization structure or to add/remove owners, partners, LLC members or corporate officers.

Change of address requires location approval by city or county zoning, identifying any DEQ permit requirements and a Fire Response Plan for new location.

Attach a rider from your bonding company amending any business name or address changes.

ADDING NEW OWNER, PARTNER, LLC MEMBER OR CORPORATE OFFICER

Each new owner, partner, LLC member or corporate officer being added needs to complete and sign Lines 17-26.

Provide a copy of a valid photo ID for any persons being added or for changing any residence address. If the residence address on the photo ID does not match the residence address on the application, provide a statement explaining why the addresses do not match.

Attach a rider from your bonding company.

REMOVING OWNER, PARTNER, LLC MEMBER OR CORPORATE OFFICER

Each owner, partner, LLC member or corporate officer being removed needs to complete and sign Lines 27-28.

Attach a rider from your bonding company.

CERTIFICATION

One owner, partner, LLC member or corporate officer other than any being removed needs to sign Line 29.

Your dismantler number and expiration date will stay the same. If the business has been sold, the new owner(s) need to obtain a new vehicle dismantler certificate using Form 735-373 because a vehicle dismantler certificate is non-transferable.

COUNTER HOURS & ADDRESS

DMV Business Licensing Unit
1965 Lana Ave NE
Salem OR 97314

8:00 a.m. – 4:30 p.m., Monday – Friday, except Thursdays, 9:00 a.m. – 4:30 p.m., (closed holidays).