WHO NEEDS A LICENSE?
All employees who offer for sale, display for sale, or sell motor vehicles for a dealer must be licensed as a salesperson. All employees that offer to lease, make available for lease, or lease motor vehicles to another person for personal, family, or household use, must be licensed as a salesperson.

Full time or part time salespersons must apply for a salesperson’s license immediately upon being hired by a licensed motor vehicle dealer, and shall be prohibited from offering for sale, displaying for sale or selling motor vehicles until such employee is licensed. [Ohio Revised Code 4517.01 (N) and 4517.02]

Individual owners, partners in a motor vehicle dealership, and members of an LLC are not required to have a salesperson’s license. Also, the president of a corporation is not required to have a salesperson’s license, however, all other officers who sell motor vehicles must be licensed.

A person who holds a valid Ohio salesperson’s license is not required to have a leasing salesperson’s license for the same dealership.

APPLICATION REQUIREMENTS FOR SALESPERSON LICENSE

NEW / FIRST
Persons who have not held a valid Ohio Salespersons license during the past (12) months are considered New / First applicants and must submit the following:

- Application for license (BMV 4301). All blanks / boxes MUST be completed and legible. Incomplete and / or illegible applications will result in a delay in licensing.
- All Ohio residents must be electronically fingerprinted and have the results forwarded to the Dealer Licensing Section, P.O. Box 16521, Columbus, Ohio 43216-6521.
- Out-of-State applicants may submit a fingerprint card, exemption form, $10.00 licensing fee and processing fee.
- $10.00 licensing fee.

Visit the following link on Ohio Attorney General Web site (Webcheck locations) for a complete list of electronic fingerprinting locations in Ohio.

www.OhioAutoDealers.com
TRANSFER / REINSTATEMENT
Persons who hold a valid Ohio Salespersons License may transfer their license from one licensed dealership to another or reinstate a license if rehired after leaving a dealership by submitting the following:

- Application for license (BMV 4301). All blanks / boxes MUST be completed and legible. Incomplete and / or illegible applications will result in a delay in licensing.
- $4.00 license fee.

A transfer is not necessary if the salesperson is simply moving to another dealership owned by that same corporation, even if it is located in another county.

RENEWAL AND TRANSFER
Persons who need to renew and transfer their license from one dealership to another, at the same time must submit the following:

- Application for license (BMV 4301). All blanks / boxes MUST be completed and legible. Incomplete and / or illegible applications will result in a delay in licensing.
- $10.00 license fee.

DUPLICATE
Persons whose current license is lost, mutilated or destroyed may apply for a duplicate license by submitting the following:

- Application for license (BMV 4301). All blanks / boxes MUST be completed and legible. Incomplete and / or illegible applications will result in a delay in licensing.
- $2.00 license fee.

Make checks payable to: “Ohio Treasurer of State”
FEES ARE NON-REFUNDABLE

IMPORTANT INFORMATION
- If the applicant answers “YES” to any question, the applicant must provide journal entries showing final disposition and a written explanation with the application for license. Failure to do so will result in the delay in issuance of the license.
- Additional information may be required if any arrest shows up on the criminal background check that cannot clearly be identified as not related to dealing in motor vehicles.
- All salespersons licenses expire on the last day of June biennially, every two years.
- The dealer must submit a salesperson termination notice to the Ohio Bureau of Motor Vehicles, Dealer Licensing Section, or cancel online at www.OhioAutoDealers.com immediately if a salesperson leaves his / her employ.

If you have any questions, or need applications and / or forms, visit ‘Download Forms’ and ‘Frequently Asked Questions’ (FAQ) on our Web site www.OhioAutoDealers.com or call the Dealer Licensing Section at (614) 752-7634.

www.OhioAutoDealers.com