



USED MOTOR VEHICLE AND PARTS COMMISSION
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AUTOMOTIVE DISMANTLER AND PARTS RECYCLER'S LICENSE INSTRUCTION SHEET

Applications for license are presented to the Commission Board for consideration the second Tuesday of each month. The below requirements must be submitted eleven days prior to that meeting. **Applications that are incomplete will be returned and will delay the application process.** All licenses expire December 31st of each odd numbered year (i.e. 2019, 2021 etc.). The license will be issued only after all of the requirements have been met. Submitting an application does **NOT** authorize you to conduct any business as an automotive dismantler.

1. INITIAL APPLICATION

- The initial application must be completed in full, signed and notarized.
- The name of the business must reflect the type of business being conducted under this license, i.e., "auto salvage," "salvage," "used parts," etc. Contact our office for approval of the business name **before** submitting the application.

2. \$600.00 APPLICATION FEE must be in the form of check, money order or cashier's check and is nonrefundable unless the Commission denies the application. **We do not accept cash or credit cards.**

- **If you are applying for both the used motor vehicle dealer license and the automotive dismantler license at the same time, the fee is \$400 each. If you are currently licensed as a used motor vehicle dealer, the fee for the dismantler's license is \$200.**

3. OSBI Report

- **All applicants are required to submit a current report from Oklahoma State Bureau of Investigations (OSBI report).** The report must include all three searches: Name Based, Sex Offender and Violent Offender. You may contact OSBI at (405)848-6724 or visit their website at <https://www.ok.gov/osbi/>.
- **Felony Applicants: Felony Applicants must submit copies of the Judgment and Sentencing documents for all convictions. Felony applicants are required to make a personal appearance before the Board of Commissioners. All documentation must be in our office BEFORE your appearance will be scheduled.**

4. PERSONAL HISTORY QUESTIONNAIRE must be completed for all applicants listed in Section Three of the Application.

5. OKLAHOMA DRIVER'S LICENSE must be submitted for all applicants listed in Section Three of the Application.

6. FINANCIAL STATEMENT

- **Financial Statements are not public record, but are subject to review and verification. Statements which appear to be incomplete will be returned and may delay consideration of your application.**
- **Corporations must submit a financial statement on the attached form for the corporation and the majority stockholder.**
- **All other ownership types must submit a financial statement on the attached form for all owners - sole proprietors / partners / members.**

7. CURRENT CERTIFICATE OF INCORPORATION OR LLC, OR A CURRENT CERTIFICATE OF GOOD STANDING

- **If the business is a Corporation, LLC, LP, or LLP you must submit a copy of the Certificate of Incorporation or LLC, **OR** a current Certificate of Good Standing issued by the Oklahoma Secretary of State. You may contact them at (405)521-3911.**

8. PHOTOS OF OUTSIDE OF SALES OFFICE, STORAGE YARD, SIGN AND SIGHT PROOF SCREENING

- **The business must be a permanent structure separate and apart from any residence or other business and the facility must have an accessible restroom for the public.**
- **The business sign must reflect the name of the business exactly as it appears on the application. The sign must be at least 3 feet by 4 feet in size, permanently mounted with permanent lettering, and visible from the nearest roadway. **Banners are not permitted.****
- **The business must have sight proof fencing or other appropriate screening such as natural objects or planting. Screening must block vehicles and parts from the view of immediately adjacent property.**

9. **LETTER OR PERMIT FROM THE CITY OR COUNTY** reflecting the lot address and showing approval of local zoning requirements for automotive dismantling. If there are no zoning requirements, you will need to submit a letter from the appropriate authority stating such.
10. **LETTER FROM THE DEPARTMENT OF TRANSPORTATION**
 - If your location is within a 1000 feet of a state or federal highway you must submit a letter from the Department of Transportation approving your location.
11. **SALES TAX NUMBER ISSUED BY THE OKLAHOMA TAX COMMISSION, SALES TAX DIVISION**
12. **NATIONAL MOTOR VEHICLE TITLE INFORMATION SYSTEM NUMBER**
13. **PERMIT FROM THE DEPARTMENT OF ENVIRONMENTAL QUALITY**
 - The permit must reflect that you are in compliance with DEQ's requirements for your business operation at your location to be licensed. You may contact them at (405)702-6209.
14. **PROOF OF USABLE PHONE**
 - The business phone must be listed with local directory assistance in the business name and address as it appears on the initial application.
15. **INSPECTION AND APPROVAL OF THE LOCATION BY A COMMISSION INSPECTOR**
 - A Commission inspector will contact you to schedule an inspection after the Board of Commissioners meet.

PERSONAL HISTORY QUESTIONNAIRE

BUSINESS NAME				
NAME			CONTACT PHONE	
DATE OF BIRTH		SOCIAL SECURITY NUMBER		DRIVER'S LICENSE NUMBER
HOME ADDRESS		CITY	STATE	ZIP

GENERAL INFORMATION

1. Are you a U.S. Citizen? If no, attach a copy of your USCIS Immigration documents verifying the qualified alien status.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been known by or used any other name(s)? If yes, what names?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you presently licensed or have you ever been licensed by this Commission in any capacity? If yes, in what capacity, specify the business name and dates.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you ever been licensed as a dealer or salesperson in any other state? If yes, have you ever been denied or had a license suspended or revoked in any state? If yes, please specify state, date and circumstance.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you ever been convicted of or pled guilty or "no contest" to a felony? Felony Applicants: Felony Applicants must submit copies of the Judgment and Sentencing documents for all convictions. Felony applicants are required to make a personal appearance before the Board of Commissioners. All documentation must be in our office BEFORE your appearance will be scheduled.	<input type="checkbox"/> Yes <input type="checkbox"/> No

CERTIFICATION

I certify under penalty of perjury that the answers and information contained herein are true and correct. I hereby authorize the Used Motor Vehicle and Parts Commission to make any background investigation necessary prior to the issuance of my license. **Failure to provide information or material misrepresentation is grounds for denial or subsequent revocation of the license or \$1000 fine.**

Date	Signature	Title
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State of _____)
 County of _____)
)
)

Subscribed and sworn to before me this _____ day of _____, _____.

ss. _____

Notary Public

My Commission Expires: _____

Commission # _____

FINANCIAL STATEMENT

NOTE: All information on this financial statement is **CONFIDENTIAL**. It will not be disclosed to anyone outside this agency.

READ THIS PARAGRAPH BEFORE PROCEEDING:

The Financial Statement you are submitting may determine whether you will be granted a used motor vehicle dealer's license. If you do not list adequate assets to show that you are financially able to successfully operate a business, your application will be denied. A Financial Statement prepared by your accountant is preferred and will improve the ability of the Commission to assess your financial status. If you choose instead to fill out the form below, provide complete information about your assets and liabilities. Provide detailed information as though you were applying for a bank loan. You may wish to add a partner or member to your business entity if your own financial standing is inadequate. The time to consider that is before you apply. You will not be given an opportunity to add assets once your application is submitted.

BUSINESS NAME			
NAME		CONTACT PHONE	
FLOORING/FINANCIAL ORGANIZATION		ADDRESS	
FLOORING/FINANCIAL ORGANIZATION ACCOUNT NUMBER		PERSON(S) AUTHORIZED TO DRAFT/SIGN ON THE ACCOUNT	
LIST BANKS AND ACCOUNT NUMBERS			
ASSETS	AMOUNT	LIABILITIES	AMOUNT
Checking		Notes Payable to Relative/Friends (attach list)	
Savings		Notes Payable to Bank (attach list)	
Floor Plan Credit Line		Accounts and Bills Payable (attach list)	
Cash on Hand		Chattel Mortgages	
Stocks and Bonds (attach list)		Credit Cards Payable	
Notes Receivable (attach list)		Income Tax Payable	
Accounts Receivable (attach list)		Other Unpaid Taxes and Interest	
Real Estate owned (attach list of address & value)		Amounts Payable to others (secured)	
Mortgage & Contracts owned (attach list)		Amounts Payable to others (unsecured)	
Auto: Year Make		Mortgages & Liens on Real Estate	
Auto: Year Make		Court Ordered Payments	
Auto: Year Make		Judgements Outstanding	
Personal Property			
Other Assets (attach list)			
TOTAL ASSETS		TOTAL LIABILITES	
Total Net Worth (Assets minus Liabilities): \$			

MONTHLY INCOME	AMOUNT	CONTIGENT LIABILITES	AMOUNT
Salary		As Guarantor, Endorser and/or Co-Signer	
Salary Source		On Discounted Paper, Leases or Contracts	
Bonus and Commissions		On Surety Bonds	
Dividends		Lawsuit or Other Liabilities (Specify)	
Real estate Income			
Other Income (list amounts and sources)			
TOTAL		TOTAL	
Other Business Interests:			

GENERAL INFORMATION

- | | |
|---|--|
| 1. Are any assets pledged or mortgaged other than shown previously on this statement?
If yes, please explain? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Has the undersigned been a defendant in any lawsuits or legal actions regarding financial matters within the last five Years?
If yes, please explain? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Has the undersigned ever filed bankruptcy?
If yes, give the name(s) it was filed under, where it was filed and what happened. You must attach copies of the documents and court papers. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Are you solvent in the sense your assets exceed your liabilities and in the sense that you can meet your obligations as they become mature? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

CERTIFICATION

I certify that this financial statement represents my true financial status as of this date, and I hereby authorize investigation of my financial records and other sources as necessary for licensing.

DATE	SIGNATURE
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