



**USED MOTOR VEHICLE AND PARTS COMMISSION**  
421 NW 13<sup>th</sup> Street, Suite 330, Oklahoma City, OK 73103  
Phone: (405)521-3600 Fax: (405)521-3604  
Email: [okumvpc@umvpc.ok.gov](mailto:okumvpc@umvpc.ok.gov)  
[www.usedcarcommission.ok.gov](http://www.usedcarcommission.ok.gov)

## **REBUILDER'S CERTIFICATE 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 31<sup>st</sup> 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 a rebuilder.

### **1. INITIAL APPLICATION**

- The initial application must be completed in full, signed and notarized.

### **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.****

### **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. \$15,000 REBUILDER'S BOND**

- You must submit the **original** bond completed by your bonding agent on the enclosed bond form, and must be signed by the owner, reflect the ownership, business name and the lot address as it appears on your initial application.
- Coverage shall be kept in force at all times with no lapse in coverage during the period of licensure. **A lapse in coverage will result in automatic revocation of the license.**

### **5. PHOTOS OF REBUILDING FACILITY AND SIGHT PROOF SCREENING**

- Submit a photo of the (inside and outside) of the facility and the equipment to be used to rebuild vehicles.
- The Commission may require that your place of business have sight proof or opaque screening from adjoining property if it appears the use of the property for rebuilding may be offensive to or detrimental to the adjoining properties.

### **6. LETTER OR PERMIT FROM THE CITY OR COUNTY**

- The letter or permit must reflect the lot address and show approval of local zoning requirements for this type of business. If there are no zoning requirements, you will need to submit a letter from the appropriate authority stating such.

### **7. 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.

### **8. ATTENDANCE OF THE EDUCATION PROGRAM**

- **One owner** - sole proprietor / partner / member / corporate officer must attend the education program.  
(Only if required by the UMVPC staff)



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**INITIAL APPLICATION FOR REBUILDER'S CERTIFICATE**

**SECTION ONE: DEALERSHIP INFORMATION**

BUSINESS NAME		PHONE		
ENTITY NAME (IF ANY)		EMAIL		
PHYSICAL ADDRESS	CITY	STATE	ZIP CODE	COUNTY
MAILING ADDRESS	CITY	STATE	ZIP CODE	

**SECTION TWO: TYPE OF OWNERSHIP**

**CHECK ONLY ONE**

Sole Proprietor    Partnership    Corporation    Limited Liability Company    Limited Partnership    Limited Liability Partnership

**SECTION THREE: OWNERSHIP INFORMATION**

**COMPLETE THE FOLLOWING SECTION INDICATING ALL PARTIES WITH ANY OWNERSHIP INTEREST IN THE BUSINESS**

FULL NAME	PHONE NUMBER	OWNERSHIP %
FULL NAME	PHONE NUMBER	OWNERSHIP %
FULL NAME	PHONE NUMBER	OWNERSHIP %
FULL NAME	PHONE NUMBER	OWNERSHIP %
FULL NAME	PHONE NUMBER	OWNERSHIP %
FULL NAME	PHONE NUMBER	OWNERSHIP %
If corporately owned, list Oklahoma Service agent:	NAME	ADDRESS

**SECTION FOUR: BACKGROUND INFORMATION**

Have any of the applicants listed in Section Four ever been convicted of or pled guilty or "no contest" to a felony?    Yes    No

**SECTION FIVE: RESERVATION OF EDUCATION PROGRAM**

**ONE OF THE APPLICANTS LISTED IN SECTION FOUR MUST ATTEND THE EDUCATION PROGRAM PRIOR TO THE ISSUANCE OF THE LICENSE. LIST APPLICANT AND DATE OF THE CLASS YOU WILL BE ATTENDING. DUE TO LIMITED SEATING, IF YOU WANT MORE THAN ONE PERSON TO ATTEND YOU MUST CALL OUR OFFICE FOR ADDITIONAL ENROLLMENTS.**

Name	Date of Education Program
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**SECTION SIX: ATTESTATION**

I hereby certify that the statements in or attached to this application are true and correct to the best of my knowledge and belief; that the members of this organization are familiar with the provisions of the law under which this application is made; and that I, as proprietor, partner, member or designated officer of the corporation, have authority to make the statements contained herein. I further understand that this application has no legal effect in the use of the benefits of a rebuilder's certificate until such time as a rebuilder's certificate is approved and issued to the applicant by the Used Motor Vehicle and Parts Commission. **Failure to provide information or material misrepresentation is grounds for denial or subsequent revocation of license or \$1,000.00 fine.** I further certify that I have received, read, understand and agree to abide by the **Rules for Rebuilders and that failure to abide by those rules are grounds for suspension or revocation of my Rebuilder's Certificate.**

Date	Signature	Title
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State of \_\_\_\_\_ )  
 County of \_\_\_\_\_ )      ss. \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_      Commission # \_\_\_\_\_  
Notary Public

STATE OF OKLAHOMA  
USED MOTOR VEHICLE AND PARTS COMMISSION  
**USED MOTOR VEHICLE REBUILDER'S SURETY BOND**

Bond Number \_\_\_\_\_

**KNOW ALL BY THESE PRESENTS, that** \_\_\_\_\_

as Principal, whose place(s) of business is/are located at the address(es) set forth above, and

\_\_\_\_\_ as Surety, are held and firmly bound to the State of Oklahoma and severally to such persons who shall have any right of action under the conditions of this bond against said Principal in its capacity as a used motor vehicle rebuilder in the penal sum of **Fifteen Thousand Dollars (\$15,000.00)**, for the payment of which sum, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

WHEREAS, the above-named Principal is applying for a license as a used motor vehicle rebuilder, AND WHEREAS said Principal has submitted a separate good and sufficient surety bond as a used motor vehicle dealer,

AND WHEREAS, said Principal is required by law to submit a separate good and sufficient surety bond as a used motor vehicle rebuilder, conditioned as set forth below, with said application for license,

THE CONDITION OF THIS OBLIGATION is such that if the Principal shall conduct its business as a used motor vehicle rebuilder without practicing fraud or making fraudulent representations, and without violating any of the provisions of the Oklahoma Used Motor Vehicle Dealer Laws (47 O.S. § 581 et seq.) or any amendments thereto, and the applicable Rules of the Used Motor Vehicle and Parts Commission, or any amendments thereto, and if the Principal shall indemnify and reimburse any person for any loss or damage suffered by reason of said fraud, fraudulent representations or by the issuance of a certificate of title, or any other violation of the above referenced statutes or Rules by the Principal then this obligation shall be void; otherwise to remain in full force and effect.

IT IS UNDERSTOOD AND AGREED that the above obligation shall inure to the benefit of any person, whether a consumer, used motor vehicle dealer or used motor vehicle auction, but shall not extend to financial institutions or parties extending floor plans or financing for the rebuilder's inventory.

IT IS FURTHER UNDERSTOOD AND AGREED that the above obligation shall extend, without notification to the Surety, to any change of officers of the Principal if the Principal is a corporation, to any change in members if the Principal is a Limited Liability Company, to any additional locations or changes of address of the Principal or to any substitution of business name of the Principal wherein ownership is not changed.

IT IS FURTHER UNDERSTOOD AND AGREED that the liability of the Surety hereunder shall, in no event, exceed the amount of this bond and that the Surety shall have the right to cancel the bond upon the giving of thirty (30) days written notice of cancellation to the Principal and the Used Motor Vehicle and Parts Commission.

DATED EFFECTIVE this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .

\_\_\_\_\_  
Principal

BY: \_\_\_\_\_

\_\_\_\_\_  
Surety

BY: \_\_\_\_\_