

Canceling Dealer Permit Procedures

Dealers who change their status including canceling their motor vehicle dealer license are required to notify the Dealer Licensing Section of the Bureau of Motor Vehicles within 15 days after the change pursuant to Section 4517.23 of the Ohio Revised Code. Written notification may be mailed to: Dealer Licensing Section, Bureau of Motor Vehicles, POB 16521, 1970 W. Broad Street, Columbus, Ohio 43223 or you may fax to 614-752-7220.

Persons who engage in selling at retail, displaying, offering for sale or dealing in new motor vehicles without a contract agreement with the manufacturer or distributor are in violation of the Ohio Revised code and are subject to suspension or revocation by the Motor Vehicle Dealer Board.

Important Information When Canceling a Dealers License

- Unless a specific date of closure is noted, upon receipt of notification, the dealer permit number will be canceled and the dealer plates will be invalid.
- Dealer plates – The cancellation notification may include a statement that all dealer plates have been destroyed, or the plates, accompanied by a list of any plates that have been lost may be returned to the Dealer Licensing Section for proper destruction.
- Inventories of unused temporary tags may be refunded for the purchase price. Return the inventories with a request for refund. Including the dealer principle's mailing address.
- Dealers may request up to 30 days after cancellation to complete title work in connection with the disposal of remaining inventories. **Please note that selling/disposing of "new" motor vehicle inventories is restricted to the terms and agreements between the manufacturer and dealer. (You may wish to consult an attorney.)**

If there are additional questions, please call the Dealer Licensing Section at 614-752-7636.

