



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

DMV
USE

Q/C PERFORMED BY

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 Lines 3 and 4 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 of which the business has exclusive use 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, including identification of the area of the property exclusively used by the dismantler business (if not the entire property).

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 (As shown on County Property Records)

TELEPHONE NUMBER

11

PROPERTY OWNER'S MAILING ADDRESS

CITY

STATE

ZIP CODE

12

THE CERTIFICATION BELOW IS TO BE COMPLETED BY THE LOCAL ZONING OFFICIAL

By signing this application, you are authorizing a dismantler business to be conducted at the location listed on Line 3 of this application. **If a dismantler business cannot be conducted at this location, 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:

THAT THE GOVERNING BODY OF THE

☐ CITY
☐ COUNTY

OF _____

HAS:

A) APPROVED THE APPLICANT AS BEING SUITABLE TO ESTABLISH, MAINTAIN OR OPERATE A MOTOR VEHICLE DISMANTLING BUSINESS (ORIGINAL APPLICATIONS ONLY).

B) DETERMINED THAT THE LOCATION OR PROPOSED LOCATION MEETS THE REQUIREMENTS FOR THAT LOCATION UNDER ORS 822.110.

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.

☐ Restrictions on the location approval are in an attached letter from the zoning authority.

▼ PLACE STAMP OR SEAL HERE ▼

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 OF GOVERNMENT OFFICIAL

TITLE

PHONE NUMBER

14

SIGNATURE OF GOVERNMENT OFFICIAL

DATE

OWNERSHIP CHANGE

Check your organization type on **Line 15**, 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.

15 ☐ 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.

16	PRINT NAME (MUST SIGN LINE 20)		TITLE		TELEPHONE NUMBER	
17	DATE OF BIRTH	DRIVER LICENSE NUMBER		STATE OF ISSUE	EMAIL ADDRESS	
18	RESIDENCE ADDRESS			CITY	STATE	ZIP CODE
19	MAILING ADDRESS (IF DIFFERENT)			CITY	STATE	ZIP CODE
20	CERTIFYING SIGNATURE OF OWNER SHOWN ON LINE 16 ABOVE X					DATE

21	PRINT NAME (MUST SIGN LINE 25)				TITLE	
22	DATE OF BIRTH	DRIVER LICENSE NUMBER		STATE OF ISSUE	HOME PHONE NUMBER	
23	RESIDENCE ADDRESS			CITY	STATE	ZIP CODE
24	MAILING ADDRESS			CITY	STATE	ZIP CODE
25	CERTIFYING SIGNATURE OF OWNER SHOWN ON LINE 21 ABOVE X					DATE

26 Have you ever been owner or principal on a vehicle dismantler certificate in Oregon? ☐ No ☐ Yes WR #: _____

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

27	PRINT NAME	SIGNATURE OF PERSON BEING REMOVED X	TITLE	DATE
28	PRINT NAME	SIGNATURE OF PERSON BEING REMOVED X	TITLE	DATE

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 may impose civil penalties and sanctions against you or your dismantler certificate.

I certify that any new location(s) comply with building, enclosure or barrier requirements under ORS 822.135 and OAR 734-040-0030. 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	PRINT NAME OF PERSON CERTIFYING (THIS CANNOT BE A PERSON LISTED ON LINES 27 OR 28)		
30	SIGNATURE OF PERSON CERTIFYING X	TITLE	DATE

31 **BOND ENDORSEMENT - 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 the 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 inspector's report for new location, which is based on an inspection of the new business premises, dated within 90 days after the application is approved.

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 16-26.

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.

CHANGING TYPE OF ORGANIZATION

For organization change from Individual or Partnership to LLC or Corporation, provide Registered Agent information on page 1, lines 6-8 on Form 735-373 (Dismantler Certificate Application).

CERTIFICATION

One owner, partner, LLC member or corporate officer, other than any being removed, needs to sign Line 30.

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.

ADDRESS (LOCATION) CHANGES

The following items are required for address (location) changes:

Fire Inspection Report – Attach a copy of the fire inspector's report for the new location, which is based on an inspection of the new business premises. You must provide a fire inspection report within 90 days after the application is approved.

Fire Response Plan – A fire response plan must be submitted and contain:

- (1) Procedures for reporting an incident to emergency fire-fighting resources;
- (2) Procedures for notifying people on the premises of the protocol for reporting an incident and emergency evacuation, and alerting people on the premises to a current emergency;
- (3) A diagram or map of evacuation routes and the occupancy assembly point, with procedures for emergency evacuation;
- (4) A diagram or map of the routes of fire department vehicle access; and
- (5) A diagram or map of any fire hydrant locations at or within 500 ft of the dismantler's premises (wrecking yard).