



DEPARTMENT OF TRANSPORTATION  
DRIVER AND MOTOR VEHICLE SERVICES  
1905 LANA AVENUE, SALEM OREGON 97314

## INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A DISMANTLER CERTIFICATE (Originals and Renewals)

**OFFICE HOURS** for Business License Unit, in the Salem DMV Headquarters office,  
**in person are 8:00 – 4:30 p.m., Monday through Friday excluding holidays.**

**Read the entire application before completing it. This application will be returned to you if incomplete.**

**Submit your completed application and fees to:**

DMV Business License Unit  
1905 Lana Ave NE  
SALEM OR 97314  
Phone: 503-945-5052  
Website: [www.oregondmv.com](http://www.oregondmv.com)

**When submitting your application and fees at the customer service counter:**

- If paying in cash, please have correct amount since Business License Unit has no way to make change.
- Make copies of your application for your records and copies of photo ID before you come to the counter.

**Legal Name** – If your business is a sole proprietorship, list your full name as the legal name. If your business is a partnership, list the full names of each partner or the partnership name. If your business is an LLC, list the name of the limited liability company (includes “LLC”) registered with The Secretary of State Corporation Division. If your business is a corporation, list the name of the corporation (includes: Inc, Corp, etc.) registered with The Secretary of State Corporation Division.

**Business Name** – If using an assumed business name or trade name, list the business name registered with The Secretary of State Corporation Division. Otherwise, your dismantler certificate will be issued using the legal name.

**Oregon Registry Numbers** – If you do not know your Oregon registry number(s), contact The Secretary of State Corporation Division at 503-986-2200

**Main Business Location** – Business location where dismantling business is (or will be) being conducted.

**Type of Organization** – Check your organization type and if a corporation, list the state under whose law the business is incorporated.

**Description of the location of the dismantling business** – To verify compliance with ORS 822.115 and 822.135, submit a plat map or other acceptable documentation that clearly shows compliance with all of these requirements. The dimensions of the property on which the business is located is also required.

**Local Government Approval** – An applicant must comply with any regulation established by a city or county under ORS 822.140 and must obtain the approval of the governing body of the city or county. Take this application to the applicable city or county office for their approval. Local listings may be found in the phone book under “zoning,” “land use” or “permits.” Some cities and counties charge a fee for signing the application.

**Registered Agent** – If your business is an LLC or a corporation, the registered agent’s name, street address and mailing address is required. Contact The Secretary of State Corporation Division for this information at 503-986-2200.

**Ownership/Applicant's Certification Signature** – Provide the name, residence address, mailing address and signature of owner, partners, LLC members or corporate officers on Page 2 (do not list CEOs, Chairs of the Board, General Managers, Directors, etc.). Every applicant listed on the application must provide a certifying signature.

**Photo ID** – Staple copies of each applicant’s official photo ID to this application. The copy must be legible. If the residence address on the photo ID and on Page 2 are not the same, attach a statement explaining why they do not match.

**Bond** – The bond required for a dismantler certificate is for \$10,000 and must be completed, signed and sealed by your bonding company. The owner, a partner, an LLC member or a corporate officer must sign the bond. The legal name, business name and business location on the bond must match the dismantler application. The bond must expire on the last day of the month.

**Supplemental Location Using the Same Business Name** – A separate supplemental application (Form 735-373A) must be completed for each additional location from which you operate dismantler business. You must conduct business at each supplemental location under the same name as the primary location.

**If you have any questions, please contact Business License Unit at (503) 945-5052.**



DEPARTMENT OF TRANSPORTATION  
DRIVER AND MOTOR VEHICLE SERVICES  
1905 LANA AVE NE, SALEM OREGON 97314

# APPLICATION FOR BUSINESS CERTIFICATE

AS A DISMANTLER OF MOTOR VEHICLES OR  
SALVAGE POOL OPERATOR

**FEE: \$450**

CERTIFICATE NUMBER

EFFECTIVE DATE

EXPIRATION DATE

- PLEASE TYPE OR PRINT LEGIBLY WITH INK.
- SEE PAGE 4 FOR INSTRUCTIONS FOR COMPLETING A DISMANTLER APPLICATION.
- ANY ALTERATION OF LINE 3 VOIDS LOCATION APPROVAL.

ORIGINAL  RENEWAL

1 LEGAL NAME OF APPLICANT (OWNER, PARTNERSHIP, LLC OR CORPORATION NAME) \_\_\_\_\_ OREGON REGISTRY NUMBER (IF LLC OR CORPORATION) \_\_\_\_\_

2 BUSINESS NAME OF APPLICANT (IF ASSUMED BUSINESS NAME OR TRADE NAME) \_\_\_\_\_ OREGON REGISTRY NUMBER (IF USING ASSUMED BUSINESS NAME OR TRADE NAME) \_\_\_\_\_ BUSINESS TELEPHONE ( ) \_\_\_\_\_

3 MAIN BUSINESS LOCATION (STREET AND NUMBER) \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_

4 MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

5 CHECK ORGANIZATION TYPE:  
 Individual  Partnership  LLC  Corporation: If corporation, list the state under whose law business is incorporated: \_\_\_\_\_

6 a) THE DIMENSIONS OF THE PROPERTY ON WHICH THE BUSINESS IS LOCATED ARE \_\_\_\_\_ ft. X \_\_\_\_\_ ft.  
 b) ORS 822.115(4) requires applicants to file a **description of the location** of the dismantling yard. Accordingly, please file a plat map or other description of the location of the premises.

7 **By signing this application you are also certifying that:**

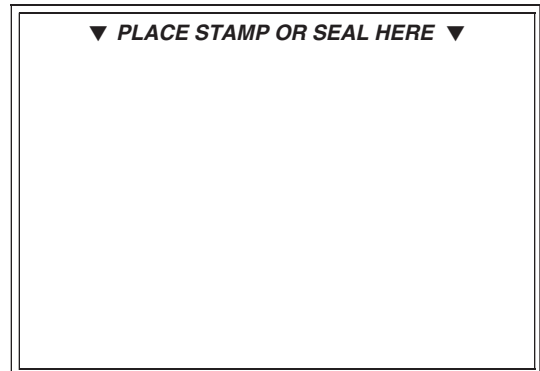
1. The right of way of any highway adjacent to the area proposed for approval to conduct the dismantling business is used for access to the premises and public parking;
2. You maintain a building or enclosure or other barrier at least six feet high for the purpose of conducting the dismantling business;
3. You will not store any vehicles or vehicle parts or conduct the dismantling business outside of the building, enclosure or barrier;
4. The business is hidden and adequately screened by the terrain or other natural objects or by plants, fences or other appropriate means so as not to be visible from the main traveled way or the highway except as permitted by ORS 822.135.

8 **LOCAL GOVERNMENT APPROVAL (CITY / COUNTY)**

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 that location, or if any of the conditions below are not met, do not sign this approval.**

I CERTIFY 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.



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.

9 NAME \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE NUMBER ( ) \_\_\_\_\_

10 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Complete the section(s) below and sign.**  
 (Be sure to attach a separate sheet to show additional owners.)

- List the primary owner, partners, LLC members or corporate officers below.
- If a member of a limited liability company (LLC) is a corporation, the president must provide information below.
- If a partner of a partnership is a corporation, the president must provide information below.
- If corporation or LLC, then Oregon registered agent name and address required below.

11

OREGON REGISTERED AGENT NAME		TELEPHONE NUMBER (      )	
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12

OREGON REGISTERED AGENT STREET ADDRESS	CITY	STATE	ZIP CODE
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13

OREGON REGISTERED AGENT MAILING ADDRESS (IF DIFFERENT)	CITY	STATE	ZIP CODE
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13A

National Motor Vehicle Title Information System (NMVTIS) number **REQUIRED:**

**OWNERSHIP INFORMATION**

14

PRINT NAME OF OWNER / PARTNER / LLC MEMBER / CORPORATE OFFICER		TITLE	RESIDENCE TELEPHONE NUMBER (      )
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15

DATE OF BIRTH	DRIVER LICENSE NUMBER	STATE OF ISSUANCE
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16

RESIDENCE ADDRESS	CITY	STATE	ZIP CODE
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17

MAILING ADDRESS (IF DIFFERENT)	CITY	STATE	ZIP CODE
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18

CERTIFYING SIGNATURE OF OWNER SHOWN ON LINE 14 ABOVE <b>X</b>	DATE
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19

PRINT NAME OF OWNER / PARTNER / LLC MEMBER / CORPORATE OFFICER		TITLE	RESIDENCE TELEPHONE NUMBER (      )
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20

DATE OF BIRTH	DRIVER LICENSE NUMBER	STATE OF ISSUANCE
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21

RESIDENCE ADDRESS	CITY	STATE	ZIP CODE
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22

MAILING ADDRESS (IF DIFFERENT)	CITY	STATE	ZIP CODE
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23

CERTIFYING SIGNATURE OF OWNER SHOWN ON LINE 19 ABOVE <b>X</b>	DATE
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24

PRINT NAME OF OWNER / PARTNER / LLC MEMBER / CORPORATE OFFICER		TITLE	RESIDENCE TELEPHONE NUMBER (      )
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25

DATE OF BIRTH	DRIVER LICENSE NUMBER	STATE OF ISSUANCE
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26

RESIDENCE ADDRESS	CITY	STATE	ZIP CODE
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27

MAILING ADDRESS (IF DIFFERENT)	CITY	STATE	ZIP CODE
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28

CERTIFYING SIGNATURE OF OWNER SHOWN ON LINE 24 ABOVE <b>X</b>	DATE
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29

**Please attach (staple) copies of ALL owners, partners, LLC members or corporate officers official photo ID's (driver license or state issued Identification card ONLY). If the residence address on the photo ID is different than the residence address listed on Page 2, submit a statement explaining why the addresses do not match.**



**Copy must be legible.**



False certification is a Class B misdemeanor under ORS 162.085 and is punishable by six months in jail, a fine of up to \$1,000 or both. In addition, DMV sanctions against you or your dismantler certificate may be imposed. With this in mind... I certify that I am the owner, a partner, an LLC member, or a corporate officer of this business and that all information on this application is accurate and true. I certify that the right of way of any highway adjacent to the location listed above is used for access to the premises and public parking.

# SURETY BOND

▼ BOND NUMBER ▼

**NOTE:** TO BE COMPLETED BY BONDING COMPANY. FAILURE TO ACCURATELY COMPLETE THIS FORM WILL CAUSE DELAY. PLEASE TYPE OR PRINT LEGIBLY WITH INK.

**LET IT BE KNOWN:**

THAT \_\_\_\_\_ (OWNER, PARTNERS, LLC OR CORPORATION NAME)  
DOING BUSINESS AS \_\_\_\_\_ (ASSUMED BUSINESS NAME, IF ANY)  
HAVING PRINCIPAL PLACE OF BUSINESS AT \_\_\_\_\_ (ADDRESS, CITY, STATE, ZIP CODE)  
WITH ADDITIONAL PLACES OF BUSINESS AT \_\_\_\_\_ (ADDRESS, CITY, STATE, ZIP CODE)  
\_\_\_\_\_  
\_\_\_\_\_  
(ADDRESS, CITY, STATE, ZIP CODE) (SURETY NAME)  
\_\_\_\_\_  
\_\_\_\_\_  
(ADDRESS, CITY, STATE, ZIP CODE) ( ) TELEPHONE NUMBER

A CORPORATION ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF \_\_\_\_\_, AND AUTHORIZED TO TRANSACT A SURETY BUSINESS IN THE STATE OF OREGON, AS SURETY, ARE HELD AND FIRMLY BOUND UNTO THE STATE OF OREGON IN THE PENAL SUM OF \$10,000 FOR THE PAYMENT OF WHICH THE PRINCIPAL(S) AND SURETY JOINTLY AND SEVERALLY BIND THEMSELVES, THEIR RESPECTIVE SUCCESSORS, AND ASSIGNS.

WHEREAS, THE PRINCIPAL(S) IS APPLYING FOR A DISMANTLER CERTIFICATE ISSUED BY THE OREGON DEPARTMENT OF TRANSPORTATION.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, WHEN THE ABOVE NAMED PRINCIPAL(S) IS ISSUED A DISMANTLER CERTIFICATE TO CONDUCT A MOTOR VEHICLE DISMANTLING BUSINESS IN THIS STATE, SAID PRINCIPAL(S) MUST CONDUCT SUCH BUSINESS WITHOUT FRAUD OR FRAUDULENT REPRESENTATION, AND WITHOUT VIOLATION OF ANY OF THE PROVISIONS OF THE OREGON VEHICLE CODE SPECIFIED IN ORS 822.120, THEN AND IN THAT EVENT THIS OBLIGATION TO BE VOID, OTHERWISE TO REMAIN IN FULL FORCE AND EFFECT UNLESS CANCELED PURSUANT TO ORS 742.366(2).

THIS BOND IS EFFECTIVE AS OF THE DATE THE PRINCIPAL(S) IS ISSUED A DISMANTLER CERTIFICATE BY THE OREGON DEPARTMENT OF TRANSPORTATION UNTIL DEPLETED BY CLAIMS PAID, UNLESS THE SURETY SOONER CANCELS THE BOND. THIS BOND MAY BE CANCELED BY THE SURETY GIVING WRITTEN NOTICE OF SUCH CANCELLATION TO THE DRIVER AND MOTOR VEHICLES DIVISION OF THE OREGON DEPARTMENT OF TRANSPORTATION. THIS BOND SHALL EXPIRE UPON EXPIRATION OF THE DISMANTLER CERTIFICATE, BUT MAY BE RENEWED UPON THE RENEWAL OF THE CERTIFICATE.

THIS BOND SHALL BE ONE CONTINUOUS OBLIGATION AND THE LIABILITY OF THE SURETY SHALL BE LIMITED TO THE AMOUNT OF THE PENALTY OF THIS BOND REGARDLESS OF WHETHER THIS BOND IS RENEWED OR OTHERWISE CONTINUED IN EFFECT UPON ITS ORIGINAL TERM,

THIS BOND IS EFFECTIVE \_\_\_\_\_ AND EXPIRES \_\_\_\_\_ (BOND MUST EXPIRE ON THE LAST DAY OF THE MONTH.)  
(MONTH, DAY, YEAR) (MONTH, DAY, YEAR)

**-- ANY ALTERATION VOIDS THIS BOND --**

IN WITNESS WHEREOF, THE SAID PRINCIPAL AND SAID SURETY HAVE EACH CAUSED THESE PRESENTS TO BE EXECUTED BY ITS AUTHORIZED REPRESENTATIVE OR REPRESENTATIVES AND THE SURETY CORPORATE SEAL TO BE HEREUNTO AFFIXED

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_  
(DAY) (MONTH) (YEAR)

SIGNATURE OF OWNER, PARTNER OR CORPORATE OFFICER

TITLE

X

SIGNATURE OF SURETY (AUTHORIZED REPRESENTATIVE)

TITLE

X

**SURETY'S AGENT OR REPRESENTATIVE MUST COMPLETE THIS SECTION:**

**PLACE SURETY SEAL BELOW**

IN THE EVENT A PROBLEM ARISES CONCERNING THIS BOND, CONTACT:

NAME TELEPHONE NUMBER

ADDRESS

CITY, STATE, ZIP CODE

APPROVED BY ATTORNEY GENERAL'S OFFICE

## ADDITIONAL INFORMATION

**CHANGING YOUR BUSINESS NAME** – You need to file a correction application (Form 735-373B) with DMV **before** you conduct dismantler business using a new name. The correction application needs to be signed by an owner, partner, LLC member, or corporate officer and include:

- A rider from your bonding company;
- Contact Business Registry at 503-986-2200 to change your business name; and
- A fee of \$30.

**CHANGING YOUR BUSINESS LOCATION** – If you move your yard, you need to file a correction application (Form 735-373B) with DMV **before** you conduct dismantler business. The correction application needs to be signed by an owner, partner, LLC member, or corporate officer and include:

- Location approval from the city or county;
- A rider from your bonding company;
- A plat map or description of the location of the premises; and
- A fee of \$30.

**CHANGING YOUR BUSINESS NAME AND LOCATION** – You need to file a correction application (Form 735-373B) with DMV if you change your business name **AND** location. The correction application needs to be signed by an owner, partner, LLC member, or corporate officer and include:

- A rider from your bonding company;
- Location approval from the city or county;
- A plat map or description of the location of the premises;
- Contact Business Registry at 503-986-2200 to change your business name; and
- A fee of \$30.

**OTHER CHANGES** – You need to file a correction application (Form 735-373B) with DMV if you add or remove a partner, LLC member or corporate officer or change your ownership structure (e.g.; individual to partners, partners to corporation, LLC to corporation, etc.). The correction application needs to be signed by an owner, partner, LLC member, or corporate officer (including all new owners, partners, LLC members or corporate officers being added or removed) and include:

- A rider from your bonding company;
- Photo ID; and
- A fee of \$30.

**SUPPLEMENTAL LICENSE** – You need supplemental business certificate for each additional location where you conduct dismantler business. The supplemental location **must** use the same business name as the primary location. A supplemental application must be filed with DMV **before** you conduct dismantler business at the additional location. The supplemental application (Form 735-373A) needs to be signed by an owner, partner, LLC member, or corporate officer and include:

- Location approval from the city or county;
- A plat map or description of the location of the premises;
- An endorsement from your bonding company (you may attach a rider); and
- A fee of \$90.

**DUPLICATE LICENSE** – If you need a duplicate dismantler certificate issued, you need to contact our office and pay a fee of \$30.

**If you have any questions, please contact the Business License Unit at 503-945-5052.**