

ATTENTION – CHANGES COMING SOON
*****Print-on-Demand Temporary Tag Registration Applications*****
Effective June 1, 2015

WE (web-enabled) Dealers

Temporary tag applications will be print-on-demand (POD) for all Web-Enabled (WE) dealers, who are required to report their sales of temporary tags online. The current 3-part carbonless form BMV 4349 will no longer be available effective June 1, 2015.

The temporary registration reporting will be keyed at the time of the issuance of the temporary tag and will be immediately reported to the BMV. You will continue to select the tag you wish to report from your inventory. A customer and dealer copy will need to be printed. The customer copy does not print home address information and will pre-print, signature on file. The dealer copy will contain all information and requires the customer's signature. You will continue to be required to keep the dealer copy on file for a period of three years.

Added features to the reporting website include:

- Counts of reported/unreported tags of each order; for easier inventory control
- Ability to report "replacement" tags separately (*see below for instruction)
- Ability to reprint any temporary tag application

Non WE Dealers

If you are **NOT** a WE-dealer, continue to complete and mail in the form BMV 4349 – Temporary Tag Registration Application. Interested in becoming a WE-dealer and earning \$3.50 per tag? See back for details on how to sign up.

All Dealers

*Replacement tags – A dealer is prohibited from issuing a second temporary tag (if a title has not been secured for the customer by expiration of the temporary tag.) Customers must be referred to a Deputy Registrar's office. If a temporary tag is lost or damaged by the customer before the expiration date, a dealer may issue a replacement tag. The issue date shall be the date the new tag is issued, however the expiration date must remain the same as the original tag.

Please also take a moment to read the back for important temporary tag reporting reminders.

Thank you for your prompt attention to this matter. If you have any questions you may contact the Dealer Licensing Section at (614) 752-7636.

*The purchaser of a motor vehicle, APV, or Off-highway motorcycle applying for a temporary license placard (tag) shall execute an affidavit (form BMV 4349) stating that the purchaser has not been issued previously during the current registration year a license plate that could legally be transferred to the vehicle. **Ohio Revised Code (R.C.) Sections 4503.182 and 4519.10.***

Issuance Guidelines

The **privilege** to purchase and issue a temporary tag by a dealership is granted by the Registrar of the Bureau of Motor Vehicles, through R.C. Section 4503.182.

To issue a temporary tag, there must be a legitimate purchase order for a motor vehicle as outlined in the R.C. Section 4517.26. The temporary tag may only be issued by a licensed motor vehicle dealer who executed the purchase order and the purchaser **does NOT have license plates that can be legally transferred to a newly purchased vehicle.**

Dealers are NOT permitted to issue a second temporary tag. If the situation arises where the tag will expire before a title can be secured in the purchaser's name, the customer must go to a deputy registrar to request a hardship temporary tag.

If two or more dealerships are operating from the same location, inventories of temporary tags must be kept separate. Dealers are NOT permitted to sell, lend, or give temporary tags to another dealer.

All temporary tags issued or voided must be reported to the Bureau of Motor Vehicle, Dealer Licensing Section, within 48 hours.

Complete the temporary tag by using a thick black waterproof marker. The expiration date must fill the entire box and match the punch-hole month and year.

Dealers are NOT permitted to charge more than \$18.50 per temporary tag and NOT more than \$5.50 per APV/Off-highway motorcycle tag.

Records must be maintained and easily accessible for a period of three (3) years, as required by Administrative Rule 4501:1-3-04.

For your convenience a dealer may use form BMV 4428 - Temporary Tag Log Sheet to assist in inventory control or you may develop your own.

Becoming a Web-Enabled (WE) Dealer

Any dealer that agrees to report all issued and voided temporary tags online, may sign up to become a WE-dealer. WE-dealers can purchase temporary tags for \$15.00 each and sell them to customers for \$18.50. The dealer will keep the \$3.50 difference and key-enter the temporary tag information online upon issuance. (Temporary tags for APV/Off-highway motorcycles do not qualify.)

NOTE: A dealership with multiple locations must sign-up each permit number separately and maintain the inventories separately.

Visit www.OhioAutoDealers.com for complete information and to sign up.

Ordering Inventories of Temporary Tags

Online - All dealers (WE and non WE) may order temporary tags online utilizing an electronic check. Orders will be shipped by UPS to the licensed location within 48 hours.

Mail - Complete form BMV 4381 and mail to the Bureau of Motor Vehicles. Orders will be shipped by UPS to the licensed location within 7 - 10 days.

IMPORTANT NOTE: Incorrect, incomplete, or failure to report tags within 48 hours, may result in the suspension or revocation of the dealership's temporary tag privileges.