



**OKLAHOMA USED MOTOR VEHICLE, DISMANTLER, AND  
MANUFACTURED HOUSING COMMISSION**

421 NW 13<sup>th</sup> Street, Suite 330, Oklahoma City, OK 73103

Phone: (405)521-3600 Fax: (405)521-3604

Email: [commission@oumvdmhc.ok.gov](mailto:commission@oumvdmhc.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. 2023, 2025 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.



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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**

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 %
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 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 Oklahoma Used Motor Vehicle, Dismantler, and Manufactured Housing 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 \_\_\_\_\_ )  
 ) ss. Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
 County of \_\_\_\_\_ )

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_ Commission # \_\_\_\_\_



**OKLAHOMA USED MOTOR VEHICLE, DISMANTLER, AND  
MANUFACTURED HOUSING 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, Dismantler, and Manufactured Housing 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 Oklahoma Used Motor Vehicle, Dismantler, and Manufactured Housing Commission.

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

\_\_\_\_\_  
Principal

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

\_\_\_\_\_  
Surety

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



## FINANCIAL STATEMENT

**NOTE:** All information on this financial statement is **CONFIDENTIAL**. It will not be disclosed to anyone outside this agency.

**READ THIS PARAGRAPH BEFORE PROCEEDING:**

The Financial Statement you are submitting may determine whether you will be granted a used motor vehicle dealer's license. If you do not list adequate assets to show that you are financially able to successfully operate a business, your application will be denied. A Financial Statement prepared by your accountant is preferred and will improve the ability of the Commission to assess your financial status. If you choose instead to fill out the form below, provide complete information about your assets and liabilities. Provide detailed information as though you were applying for a bank loan. You may wish to add a partner or member to your business entity if your own financial standing is inadequate. The time to consider that is before you apply. You will not be given an opportunity to add assets once your application is submitted.

BUSINESS NAME			
NAME		CONTACT PHONE	
FLOORING/FINANCIAL ORGANIZATION		ADDRESS	
FLOORING/FINANCIAL ORGANIZATION ACCOUNT NUMBER		PERSON(S) AUTHORIZED TO DRAFT/SIGN ON THE ACCOUNT	
LIST BANKS AND ACCOUNT NUMBERS			
ASSETS	AMOUNT	LIABILITIES	AMOUNT
Checking		Notes Payable to Relative/Friends (attach list)	
Savings		Notes Payable to Bank (attach list)	
Floor Plan Credit Line		Accounts and Bills Payable (attach list)	
Cash on Hand		Chattel Mortgages	
Stocks and Bonds (attach list)		Credit Cards Payable	
Notes Receivable (attach list)		Income Tax Payable	
Accounts Receivable (attach list)		Other Unpaid Taxes and Interest	
Real Estate owned (attach list of address & value)		Amounts Payable to others (secured)	
Mortgage & Contracts owned (attach list)		Amounts Payable to others (unsecured)	
Auto: Year      Make		Mortgages & Liens on Real Estate	
Auto: Year      Make		Court Ordered Payments	
Auto: Year      Make		Judgements Outstanding	
Personal Property			
Other Assets (attach list)			
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITES</b>	
<b>Total Net Worth (Assets minus Liabilities): \$</b>			

MONTHLY INCOME	AMOUNT	CONTIGENT LIABILITES	AMOUNT
Salary		As Guarantor, Endorser and/or Co-Signer	
Salary Source		On Discounted Paper, Leases or Contracts	
Bonus and Commissions		On Surety Bonds	
Dividends		Lawsuit or Other Liabilities (Specify)	
Real estate Income			
Other Income (list amounts and sources)			
<b>TOTAL</b>		<b>TOTAL</b>	

Other Business Interests:

### GENERAL INFORMATION

1. Are any assets pledged or mortgaged other than shown previously on this statement? <b>If yes</b> , please explain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has the undersigned been a defendant in any lawsuits or legal actions regarding financial matters within the last five Years? <b>If yes</b> , please explain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has the undersigned ever filed bankruptcy? <b>If yes</b> , give the name(s) it was filed under, where it was filed and what happened. You must attach copies of the documents and court papers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you solvent in the sense your assets exceed your liabilities and in the sense that you can meet your obligations as they become mature?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### CERTIFICATION

I certify that this financial statement represents my true financial status as of this date, and I hereby authorize investigation of my financial records and other sources as necessary for licensing.

DATE	SIGNATURE
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# **RULES FOR USED MOTOR VEHICLE REBUILDERS**

## **CHAPTER 11. USED MOTOR VEHICLE REBUILDERS**

### **SUBCHAPTER 1. LICENSING QUALIFICATIONS, PROCEDURES AND FEES**

#### **765:11-1-1. Purpose**

The rules of this chapter have been adopted for the purpose of complying with the provisions of 75 O.S. Section 250 et seq. and 47 O.S. Section 582(E). This Chapter will provide a description of the qualifications for obtaining a rebuilder's certificate, operation under this certificate, and the grounds and procedures for denial, suspension or revocation of a Rebuilder's Certificate.

#### **765:11-1-2. Definitions**

The following words or terms, when used in this Chapter, shall have the following meaning:

**"Rebuilder"** shall be defined as set forth in 47 O.S. Section 581, as amended.

**"Rebuilder's certificate"** shall be the license granted by the Oklahoma Used Motor Vehicle, Dismantler and Manufactured Housing Commission to a qualified rebuilder.

**"Rebuilding"** shall be defined as the process of reconstructing and repairing a repairable motor vehicle to roadworthy condition, including the completion of cosmetic or aesthetic repairs.

**"Repairable motor vehicle"** shall include damaged vehicles with an original or salvage certificate of title, but shall not include vehicles for which a junked title has been issued; or which meet the statutory definition of a junked vehicle; or which is sold without a certificate of title; or is sold on a bill of sale or Affidavit of Ownership; or other document which indicates the vehicle is being sold for the sole purpose of dismantling the vehicle or for parts only.

#### **765:11-1-3. Fees**

The fees required for an initial application and renewal for a rebuilder's certificate are recited in 47 O.S. Section 591.5.

#### **765:11-1-4. Place of business**

(a) An applicant for a rebuilder's certificate shall have an established place of business at the same location for which he is licensed to sell used motor vehicles. An applicant may have a facility separate from the licensed location where the rebuilding or repair of damaged vehicles takes place. Such facility shall be subject to inspection by employees of the Commission or law enforcement personnel to the same extent as authorized by 47 O.S. §581 et seq. and/or 47 O.S. § 591.1 et seq.

(b) The place of business of an applicant for a rebuilder's certificate shall also meet any applicable zoning, occupancy, and other requirement of the appropriate local government for the repair or reconstruction of motor vehicles at the rebuilder's location.

(c) In addition to complying with any local zoning ordinances, the Commission may require

that the rebuilder's place of business have sight proof or opaque screening from adjoining property where it appears the use of the property by the rebuilder may be offensive to or detrimental to the adjoining properties.

#### **765:11-1-5. Application**

(a) **Form.** The application for a rebuilder's certificate shall be on a form prescribed by the Commission and shall contain such information as the Commission deems necessary to enable it to fully determine the qualifications and eligibility of the applicant for a rebuilder's certificate.

(b) **Verification.** Applications for rebuilder's certificate shall be verified by the oath or affirmation of the applicant.

#### **765:11-1-6. Qualifications**

An applicant for a rebuilder's certificate shall:

- (1) have sufficient facilities or access to sufficient facilities for the rebuilding and reconstructing of repairable motor vehicles to safe and operable condition;
- (2) have sufficient knowledge of the process of rebuilding and reconstructing vehicles to directly supervise said rebuilding process; and
- (3) perform said rebuilding or supervise said rebuilding to insure that the vehicle is safe for operation on the public roadways.

#### **765:11-1-7. Records**

(a) In addition to the record keeping requirements for a used motor vehicle dealer, a rebuilder shall keep a separate record of all vehicles bought at salvage pools or salvage disposal sales. The records shall include where and from whom the vehicle was purchased, where and to whom the vehicle was sold, the parts used to repair the vehicle to a roadworthy condition, and the disposition of the parts of the vehicle removed or not used in the repair of the vehicle.

(b) Said records shall be available for inspection by agents of this Commission in the same manner as all other records of a used motor vehicle dealer.

### **SUBCHAPTER 3. AUTHORITY**

#### **765:11-3-1. Authority of a rebuilder**

(a) A rebuilder who has been issued a rebuilder's certificate card pursuant to 47 O.S. Section 591.5, shall be authorized to purchase repairable motor vehicles at salvage pools or salvage disposal sales for the purpose of rebuilding those vehicles. A rebuilder shall also be authorized to buy wrecked vehicles for the purpose of using the parts thereof to repair or rebuild the rebuilder's own vehicles.

(b) The holder of a rebuilder's certificate shall not have the authority to act as an automotive dismantler.

#### **765:11-3-3. Authority to dispose of parts**

A rebuilder shall be authorized to dispose of the parts not used from a repairable motor vehicle in the rebuilding of the vehicle by selling said parts to a licensed automotive dismantler or selling said parts to a metal processor or crusher for scraps in accordance



with applicable state laws. Any other disposition of said parts shall require a rebuilder to first be licensed as an automotive dismantler.

#### **SUBCHAPTER 4. OPERATION**

##### **765:11-4-1. Disclosure**

A rebuilder shall disclose to any prospective purchaser on a form approved by the Commission if the rebuilt vehicle was manufactured with or without air bags, whether the air bags were not deployed and are operable, or were deployed and replaced and are operable, or the air bags were deployed and not replaced, or if the air bags are missing and inoperable.

#### **SUBCHAPTER 5. ASSESSMENT OF FINE OR DENIAL, SUSPENSION, OR REVOCATION OF LICENSE**

##### **765:11-5-1. Grounds**

(a) A rebuilder's certificate may be denied, suspended, or revoked for the following reasons:

(1) Any of the grounds enumerated in 47 O.S. Section 584 for which a used motor vehicle dealer's license may be denied, suspended, or revoked.

(2) Committing any of the following acts may be deemed grounds for denial, suspension, or revocation of a rebuilder's certificate or assessment of fines pursuant to 47 O.S. Section 584(6)(d) and/or 47 O.S. Section 584(6)(e):

(A) Failure of the rebuilder to disclose in writing to the purchaser of the vehicle that the vehicle has been rebuilt;

(B) Failure of the rebuilder to disclose in writing to the purchaser of the vehicle that the vehicle has a rebuilt certificate of title;

(C) Selling a rebuilt vehicle on a salvage certificate of title;

(D) Failing to obtain a rebuilt vehicle inspection and/or obtain a rebuilt certificate of title prior to the sale of the rebuilt vehicle.

(b) The Commission may in addition to any other sanction or penalty assessed, impose a fine as authorized by law.