



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

421 NW 13th Street, Suite 330, Oklahoma City, OK 73103

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

Email: commission@oumvdmh.com

USED MOTOR VEHICLE CRUSHER'S LICENSE 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. 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 used motor vehicle crusher.

1. INITIAL APPLICATION

- The initial application must be completed in full, signed and notarized.

2. \$600 APPLICATION / INVESTIGATION FEE

- Fees must be in the form of check, money order or cashier's check. In the event of denial of the application, the investigation fee shall be retained by the Commission, but the application fee shall be returned. **We do not accept cash or credit cards. There is a \$75.00 returned check fee.**
- **If you are licensed as an automotive dismantler prior to applying for the crusher license, the \$300 investigation fee is waived.**
- If requirements are not completed by June 30th, the application will expire, and you will be required to make a new application with a new fee. (All licenses expire June 30th)

3. PERSONAL HISTORY QUESTIONNAIRE

- Personal history questionnaires must be completed on the attached form for **all owners - sole proprietors / partners / members / corporate officers.**

4. VALID DRIVER'S LICENSE

- **All owners - sole proprietors / partners / members / corporate officers** must submit a copy of their valid driver's license or state issued identification card.

5. FINANCIAL STATEMENT

- **Financial Statements are not public record, but are subject to review and verification. Statements which appear to be incomplete will be returned and may delay consideration of your application.**
- **Net assets** must be at least \$25,000.
- **Corporations** must submit a financial statement on the attached form for the **corporation and the majority stockholder.**
- **All other ownership types** must submit a financial statement on the attached form for **all owners - sole proprietors / partners / members.**

6. \$25,000 CRUSHER'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 business 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.**

7. CURRENT CERTIFICATE OF INCORPORATION OR LLC, OR A CURRENT CERTIFICATE OF GOOD STANDING

- If the business is a Corporation, LLC, LP, or LLP you must submit a copy of the Certificate of Incorporation or LLC, **OR** a current Certificate of Good Standing issued by the state the business is registered in.

8. PHOTO OF OUTSIDE OF BUSINESS OFFICE

9. PROOF OF USABLE PHONE

- The business phone must be listed with local directory assistance in the business name.

10. RULES

- Applicants must submit a signed copy of the Rules relating to the operation of a crusher business verifying they have read the Rules and agree to conduct the crusher business within the guidelines of the Rules.

NOTE TO FELONY APPLICANTS

A Felony applicant whose conviction relates to the duties and responsibilities of a crusher or has a Felony conviction less than 5 years old before the date of application is ineligible for license. Felony applicants must submit copies of the Judgment and Sentencing documents for all convictions and a current OSBI report including all three searches' (Violent Offender, Name Based, and Sex Offender) with their application. 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. You may contact OSBI at (405)848-6724.



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INITIAL APPLICATION FOR USED MOTOR VEHICLE CRUSHER'S LICENSE

Type of Ownership: Sole Proprietor Partnership Corporation LLC LP LLP

Business Name Phone

Entity Name (If Any)

Business Address Street Address City State Zip County

Mailing Address (If different) Street Address City State Zip

Complete the following for all owners- sole proprietor / partners / members/ corporate officers

Table with 5 columns: First Name, Middle Initial, Last Name, Contact Phone Number, Ownership %

Oklahoma Service Agent: Name Address City State Zip

Are you currently licensed as an Automotive Dismantler in the State of Oklahoma? Yes No

Are you currently licensed as a Scrap Metal Dealer in the State of Oklahoma? Yes No
(If you are a licensed Scrap Metal Dealer in Oklahoma you are not required to license as a crusher)

How many crusher identification stickers does your business need?
(An identification sticker issued by our office shall be placed on a conspicuous location on each crusher)

Please list any owner, member or corporate officer that will be active in the business of crushing used motor vehicles, trailers, or non-motorized recreational vehicles for whom a wallet card should be issued.

Have any of the applicants listed ever been convicted of or pled guilty or "no contest" to a felony? Yes No

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.

Date Signature Title

State of Subscribed and sworn to before me this day of, ss.

County of

My Commission Expires: Commission # Notary Public



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

USED MOTOR VEHICLE CRUSHER'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 crusher in the penal sum of **Twenty-five Thousand Dollars (\$25,000.00)**, 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 crusher, AND WHEREAS, said Principal is required by law to submit a good and sufficient surety bond, 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 crusher without practicing fraud or making fraudulent representations, and without violating any of the provisions of the Oklahoma Crusher Act (47 O.S. ' 592 et seq.) 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 otherwise 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, or persons injured by the Principal while acting as a crusher.

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 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 and Parts 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.

Business Name _____

Name _____ DOB _____ SSN _____

Home Address _____ Home Phone _____

Street Address City State Zip

Financial Organization _____

Account Number _____ Bank Name and Address
 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)	
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)		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)			
TOTAL ASSETS		TOTAL LIABILITES	
Net Worth (Assets minus Liabilities): \$			

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)			
TOTAL		TOTAL	

Other Business Interests: _____

GENERAL INFORMATION

1. Are any assets pledged or mortgaged other than shown previously on this statement?
 Yes No (If yes, please explain) _____

2. Has the undersigned been a defendant in any lawsuits or legal actions regarding financial matters within the last five Years?
 Yes No (If yes, please explain) _____

3. Has the undersigned ever filed bankruptcy? Yes No (if yes, 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.)

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? Yes 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

PERSONAL HISTORY QUESTIONNAIRE

Business Name _____ Phone _____

Name _____ Home Phone _____

Date of Birth _____ Social Security # _____ Driver's License _____

Home Address _____
Street Address City State Zip

1. Have you ever been known by or used any other name(s)? [] Yes [] No
If yes, what names? _____

2. Are you a U.S. Citizen? [] Yes [] No
If no, please attach a copy of your resident alien card.

3. Have you become a Naturalized U.S. Citizen? [] Yes [] No
If yes, and you have become a naturalized citizen please attach a copy of your citizenship paper.

4. Are you presently licensed or have you ever been licensed by this Commission in any capacity? [] Yes [] No
If yes, in what capacity, specify the business name and dates. _____

5. Have you ever been licensed as a crusher in any other state? [] Yes [] No
If yes, have you ever been denied or had a license suspended or revoked in any state? [] Yes [] No
If yes, please specify state, date and circumstance. _____

6. Have you ever been convicted of or pled guilty or "no contest" to a felony? [] Yes [] No
A felony applicant whose conviction relates to the duties and responsibilities of a crusher or has a Felony conviction less than 5 years old before the date of application is ineligible for license. Felony applicants must submit copies of the Judgment and Sentencing documents for all convictions and a current OSBI report including all three searches' (Violent Offender, Name Based, and Sex Offender) with their application. 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. You may contact OSBI at (405)848-6724.

CERTIFICATION

I certify under penalty of perjury that the answers and information contained herein are true and correct. I hereby authorize the Used Motor Vehicle, Dismantler and Manufactured Housing Commission to make any background investigation necessary prior to the issuance of my license. Failure to provide information or material misrepresentation is grounds for denial or subsequent revocation of the license or \$1000 fine.

Date _____ Signature _____ Title _____

State of _____)
County of _____) ss. Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public
CR-10-2014

My Commission Expires: _____

Commission # _____

****ATTENTION: SIGN AND RETURN****

CHAPTER 40. CRUSHERS SUBCHAPTER 3. OPERATION

765:40-3-1. Proof of ownership

(a) **Documentation required.** Prior to the purchase of a used motor vehicle, trailer, or nonmotorized recreational vehicle a crusher shall require one of the following documents as proof of ownership from the person selling the used motor vehicle, trailer, or nonmotorized recreational vehicle:

- (1) a certificate of title in the name of the seller that shows no outstanding liens,
- (2) a notarized power of attorney from the individual on the certificate of title authorizing the seller to dispose of the vehicle on behalf of the owner,
- (3) a bill of sale from the owner as identified by the certificate of title to the person presenting the vehicle to be crushed or shredded,
- (4) a statement of ownership from the seller stating that the vehicle to be crushed was purchased from the lawful owner, accompanied by a bill of sale from the lawful owner including a statement that there are no outstanding liens on the vehicle, and a statement that the vehicle was inoperable or incapable of operation or use on the highway and has no resale value except as scrap,
- (5) paperwork from a licensed wrecker operator showing that the wrecker operator has properly foreclosed its lien on the vehicle to be crushed or shredded and that the person selling the vehicle is the owner as shown on the return of sale in the foreclosure form.
- (6) a bill of sale from a property owner together with proof of ownership or leasehold interest of the land from which the vehicle to be crushed was removed and a current printout from the Oklahoma Tax Commission Motor Vehicle Division showing that there is no record of the vehicle in its records or that the owner of the vehicle according to its records is the property owner.
- (7) a document that upon presentation to the Oklahoma Tax Commission could be the basis for the issuance of a certificate of title in the name of the person presenting the vehicle to be crushed, such as a Court Order stating that the person is the owner of the vehicle.

(b) **Holding period required.** A crusher shall:

- (1) Make available a report or copy within three (3) days of the purchase of a vehicle to the local enforcement agency of the municipality or other political subdivision in which the crusher is located or temporarily operating. If the crusher is operating within the city limits of a municipality, the crusher shall submit its report to the police department for the municipality and to the County Sheriff's office for the County in which the municipality lies. If the crusher is located outside of municipal limits, the report shall be submitted to the County Sheriff's Office only. With the report shall be an acknowledgment form which the representative of the law enforcement agency shall sign acknowledging receipt of the report, the original of which shall become part of the crusher's records. Such copy or report shall be shown upon request to the representative of the Commission or to any authorized peace officer.

The report shall be on a form approved by the Commission and shall contain the following information:

- (A) The name, address and telephone number of the crusher whereby the crusher operator may be immediately contacted,
 - (B) The name, address, race, sex, weight, height, date of birth and identifying number of the seller as verified by either a state-issued identification card, driver's license or federal government-issued identification card, or, in lieu of other form of identification card, a readable fingerprint of the seller's right or left index finger. If a fingerprint of either index finger cannot be obtained, a readable fingerprint of the left thumb or any finger on the left hand shall be taken. If no fingerprint from the left hand can be taken, nor the right index finger, then a readable fingerprint from the right hand shall be taken.
 - (C) A description of the vehicle, the manufacturer of the vehicle, the vehicle identification numbers of the vehicle, and the date and time of the purchase of the vehicle.
 - (D) A description of the ownership document provided by the seller.
- (2) Hold the vehicles reported in the same condition in which they were purchased for a period of three (3) days after

******ATTENTION: SIGN AND RETURN******

submitting the report required in paragraph (1) above. The crusher shall retain a vehicle in the same condition in which it was purchased for a period up to thirty (30) days, in the event a representative of the Commission or a law enforcement officer requests that the crusher do so. Retention of a vehicle beyond the thirty (30) day period shall require a Court Order or administrative Order from the Commission.

(c) **Exception.** A licensed automotive dismantler shall not be required to produce proof of ownership to a crusher before selling vehicles to the crusher if the dismantler purchased the vehicles in the ordinary course of business and the dismantler has purchase records for the vehicles to be crushed.

(d) **No re-assignment.** A crusher shall not have the right of reassignment of a certificate of title.

(e) **Records retention:** A crusher shall keep the records of its purchases for a period of three (3) years from the date of purchase. The records shall be kept at the crusher's licensed place of business and shall be available to any representative of the Commission or any law enforcement officer upon request.

765:40-3-2. Reading of Rules required

Prior to the issuance of a license to a crusher, the applicant shall be given a copy of the Rules relating to the operation of a crusher business and the person operating the crusher business shall verify in writing that that person has read the Rules and agrees to conduct the crusher business within the guidelines of the Rules.

I certify that I have read the Rules relating to the operation of a crusher business and hereby agree to conduct the crusher business within the guidelines of the Rules.

Date _____

Signature _____

Title _____

CRUSHER REPORT

BUYER SECTION

Business Name:		Business Phone:	
Street Address:	City	State	Zip

SELLER SECTION

Seller Name:					Phone:	
Home Address:				City	State	Zip
Race:	Sex:	Weight:	Height:	Date of Birth:	Driver's License Number or State ID Number:	
<u>If the seller does not have a state or federal government issued identification, the seller must comply with this section.</u>						Fingerprint
Place a readable fingerprint of the seller's right or left index finger in the right column. (If a fingerprint of either index finger cannot be obtained, a readable fingerprint of the left thumb or any finger on the left hand shall be taken. If no fingerprint from the left hand can be taken, nor the right index finger, then a readable fingerprint from the right hand shall be taken.)						

VEHICLE DESCRIPTION

Year:	Make:	Model	Vehicle Identification Number:
Description of ownership provided by seller:			

Date of Purchase:	Time of Purchase:
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Buyer's Signature