

4775-2-02

Content of application for "motor vehicle collision repair registration certificate."

(A) Any person or entity applying for a "motor vehicle collision repair registration certificate", shall complete and submit to the board on a form to be furnished by the board for that purpose, a separate application for a registration certificate for each location in which the business is to be conducted. Such application or renewal application shall be completed and returned to the board within thirty-days of its receipt by the motor vehicle collision repair facility. The registration certificate application form shall be in the form prescribed by the Ohio board of motor vehicle collision repair registration and shall be signed and sworn to by the applicant. The application shall contain and be accompanied by the following information:

- (1) Name of the applicant and complete address of the place of business.
- (2) Name or style under which the business is to be conducted and, if a corporation, the state of incorporation.
- (3) Name and complete address of each owner or partner or, if a corporation or limited liability company, the names and addresses of each officer and director.
- (4) A current Ohio bureau of worker's compensation identification number and duplicate certificate from which that number was obtained or assigned.
- (5) A current Ohio bureau of unemployment services identification number and duplicate certificate from which that number was obtained or assigned.
- (6) A current federal taxpayer identification number and duplicate certificate from which that number was obtained or assigned.
- (7) A current state of Ohio taxpayer identification number and duplicate certificate from which that number was obtained or assigned.
- (8) A current state of Ohio vendor's license number and duplicate certificate from which that number was obtained or assigned.
- (9) A Hazardous Waste Generator Disposal permit number, if applicable.

(B) The initial fee for each application for each registration certificate sought shall be ~~one hundred~~ one hundred fifty dollars, or the fee then in effect as determined by The Ohio Board of Motor Vehicle Collision Repair Registration, The Office of Budget and Management and The Ohio Controlling Board, payable when filing the

application for the registration certificate. In all cases, the fee shall accompany each application.

- (C) Upon receipt of the completed application form and fees and after the board determines that the applicant meets the requirements for registration under paragraph (A) of this rule, the board shall direct the executive director to issue either a regular registration certificate or a temporary registration certificate to the applicant.
- (D) The annual fee for the renewal of each registration certificate or temporary registration certificate shall be ~~one hundred~~ one hundred fifty dollars or the fee then in effect as determined by The Ohio Board of Motor Vehicle Collision Repair Registration, The Office of Budget and Management and The Ohio Controlling Board. The Ohio board of motor vehicle collision repair registration, with the approval of the controlling board, may establish fees in excess of or less than ~~one hundred~~ one hundred fifty dollars, provided that such fees do not exceed or are not less than that amount by more than fifty per cent.
- (E) Each registration certificate, whether temporary or other, expires annually on the date of its original issuance. The application for renewal of a registration certificate, whether temporary or other, shall be accompanied by the same information and proof required by the board. If the business information or location should change between the regular or temporary registration certificate's date of issuance and expiration, the motor vehicle collision repair facility shall submit a new registration application and accompanying materials to the board.
- (F) A temporary registration certificate is effective for one year from the date of issuance or until the date the motor vehicle collision repair operator obtains a regular motor vehicle collision repair registration certificate, whichever occurs first. If a motor vehicle collision repair operator is issued a registration prior to the expiration of the operator's temporary registration certificate, a portion of the fee paid by the motor vehicle collision repair operator to obtain the temporary registration certificate shall be applied to the fee imposed to obtain a regular registration certificate in an amount that corresponds to the portion of the year the operator is not utilizing the temporary registration certificate.
- (G) Each registration certificate, whether temporary or regular, shall be conspicuously displayed for public inspection by the motor vehicle collision repair facility in a place normally accessible by the public.

Effective: 12/02/2005

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CERTIFIED ELECTRONICALLY

Certification

11/17/2005

Date

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