



*A Public Service Agency*

# ***HOW TO COMPLETE AN APPLICATION FOR A DISMANTLER LICENSE***

## **PURPOSE**

The purpose of this pamphlet is to inform the prospective dismantler applicant of the requirements to obtain a license from the Department of Motor Vehicles (DMV) and provides detailed information and instructions in completing and submitting your application.

## **HOW TO USE THIS PAMPHLET**

We have tried to arrange this book in much the same order you should follow in establishing your business. In addition, to assist you, we've included a check list (OL 249A) in the application package listing the items required when submitting your application to the department.

## **DMV ADVISORY STATEMENT**

The information required on the attached forms pertains to eligibility for issuance of an occupational license. It is required under authority of Division 5 of the California Vehicle Code. Failure to provide the information is cause for refusal to issue an occupational license.

Application information is public record, regularly used by law enforcement agencies, and is open to inspection by the public. Some information contained in these records is classified as confidential or personal pursuant to the Information Practices Act of 1977 and the Public Records Act and is exempt from disclosure. Individuals are entitled to inspect or obtain copies of information contained in their record during regular office hours.

The Deputy Director of the Licensing Operations Section, 2570 24<sup>th</sup> Street, Sacramento, CA., 95818, is responsible for maintaining record information.

***Best wishes in your new endeavor!***

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## **DISMANTLER DEFINED**

Section 220 of the California Vehicle Code (CVC) defines an automobile dismantler as any person who:

- (a) Is engaged in the business of buying, selling, or dealing in vehicles of a type required to be registered under this code, including nonrepairable vehicles, for the purpose of dismantling the vehicles, who buys or sells the integral parts and component materials thereof, in whole or in part, or deals in used motor vehicle parts. This section does not apply to the occasional and incidental dismantling of vehicles by dealers who have secured dealers plates from the department for the current year whose principal business is buying and selling new and used vehicles, or by owners who desire to dismantle not more than three personal vehicles within any 12-month period.
- (b) Notwithstanding the provisions of subdivision (a), keeps or maintains on real property owned by him, or under his possession or control, two or more unregistered motor vehicles no longer intended for, or in condition for, legal use on the highways, whether for the purpose of resale of used parts, for the purpose of reclaiming for use some or all of the materials, whether metal, glass, fabric, or otherwise, or to dispose of them, or for any other purpose.

## **BACKGROUND INVESTIGATION**

A background investigation is conducted on all applicants and disclosure of a conviction may result in a temporary operating permit ***not being issued***.

Failure to disclose any and all convictions may result in the refusal, denial, or revocation of your license.

Pursuant to CVC Section 11703, the department may refuse to issue a license to any applicant who has been convicted of a crime or committed any act or engaged in any conduct involving moral turpitude which is substantially related to the qualifications, functions, or duties of the licensed activity.

A plea of nolo contendere is a conviction within the meaning of this section. In addition, Article 4 and Article 6.1 of Title 13, of the California Code of Regulations (CCR) provide guidelines used by the department in determining whether a license should be issued.

**THE FEE SCHEDULE IS:**

- \$ 101.00 Nonrefundable original application fee.
- \$ 42.00 DOJ fingerprint processing fee – each card  
*(out-of-state applicants only)*
- \$ 50.00 For each branch location. A separate OL 21 will be required for each branch after your main location has been inspected, approved, and you have been issued a dismantler number.
- \$ 31.00 For each dismantler plate.\*

*\* Plate fees may vary depending on the county where your business is located. Contact your Inspector for the total plate fee due for your location.*

**NOTE:** Plates are optional, not mandatory.

**A DISMANTLER APPLICATION CONSISTS OF:**

- OL 21A Part A Original Application For Occupational License
- OL 29, Part B Personal History Questionnaire
- OL 12, Part C Original Application For Occupational License
- OL 62 Zoning Verification For Dismantler’s License
- ADM 1316 Fingerprint Card *(out-of-state applicants only)*.
- DMV 8016 Request For Live Scan Service *(receipt)*

**IMPORTANT**

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

**IN ADDITION TO SUBMITTING THE COMPLETED APPLICATION, YOU MUST PROVIDE:**

- **A copy of your City and/or County Business License**  
Applicants are required to obtain a city or county business license by the city or county licensing section in the area where your business is located.
- **A copy of your State Board of Equalization Resale Permit**  
All applicants are required to file an application for a Seller’s Permit. The purpose of the permit is to enable the licensee to collect taxes on sales. Applications can be made through local State Board of Equalization offices.

- **A copy of your Fictitious Name Statement**

Any business that operates under a name not the actual name of the owner is required to obtain a Fictitious Name Statement from the city or county in the area where your business is located. If the responsible agency determines this is not required, a letter supporting such from that agency is needed.

- **A copy of your lease or rental agreement**
- **Photographs (Procedures below)**

## **LOCATION REQUIREMENTS:**

- **Zoning**

Your business location must be properly zoned for the type of business you wish to conduct. Before signing a lease or rental agreement, check with the agency responsible for completing the Zoning Verification For Dismantler's License (OL 62) to ensure the proper zoning.

- **Office**

Your office must be devoted exclusively for the use of your business with entry directly from the outside. Your office must have a telephone, desk, and a filing cabinet.

All books and records pertinent to the business must be maintained at the office (320(b) CVC).

- **Sign**

Not less than 32 square feet per side displayed and lettering not less than 6 inches in height (11514(a) CVC).

The sign must indicate the dismantler's business by inclusion of automobile dismantler", "automobile wrecker", "motorcycle dismantler", "trailer dismantler", or a combination of such designation on such sign.

Provide information as to the dismantler's name and address (11514(a) CVC).

Permanent in nature, able to withstand weather conditions, and erected on the exterior of the office (304.04 CA Code of Regulations).

- Dismantling Area
  - The dismantling area shall be in such proximity to the office of the dismantler to avoid confusion and uncertainty as to its relationship to the business (304.06 Code of Regulations)
  - If more than one type of business is being conducted (dismantling, storage, repair) a clear physical division between the types of businesses is needed (1670 CVC)

## **PHOTOGRAPH PROCEDURES:**

The department will perform on site inspections to confirm the contents of photographs. Submission of fraudulent application form(s) and/or photograph(s) is grounds to refuse to issue this and any subsequent license.

- Photographs must be clear enough to ensure compliance with requirements.
- Each photograph must be dated and signed.
- Photograph must be attached to a sheet of paper, labeled and numbered according to directions below.

### **DIRECTIONS FOR PHOTOGRAPH REQUIREMENTS:**

- **Office** - Photographs must clearly show an office set up to perform the duties of a dismantler, including adequate storage for accountable materials and records.
  - Entrance: A photograph of the office entrance which includes the office address from the outside of the building. (Note: see directions under sign for further directions if the address is not affixed near the office entrance or to the exterior of the building.)
  - If office entrance is not directly accessible from the exterior, then a photograph from the corridor showing the direct entrance is also required.
  - Exclusive use of office: A full photograph from the entrance to the back wall which includes both side walls. Option: Two or more photographs that can be placed together covering the entire office area.
- **Sign** - Photograph(s) must clearly show a sign permanently affixed to the exterior of the building, visible from 50 feet. If the address is not visible on the exterior of the building, then it must appear on the sign.
  - Sign from 50 feet: A photograph of the sign from a distance of fifty feet is required.
  - Sign from property entrance: A photograph of the sign from the nearest public entrance to the property.

- **Dismantling Area** - Photograph(s) must clearly show an area large enough for the purpose of dismantling, must have a separate distinguishable area for vehicles on hold, and must clearly indicate the property is exclusively used by the applicant.
  - #1. Photograph of the complete dismantling area.
  - #2. Photograph that shows the proximity of the dismantling area to the office. If the dismantling area is not in the immediate vicinity of the office, another permanently installed sign is required to identify the business name and office address.
  - #3. Photograph of holding area - 10-day Notice of Acquisition vehicles must be held in an area away from dismantling area.
- **Location** - Photograph must clearly show the place of business (exterior of building and/or property), posted business name sign and dismantling area.

**ABBREVIATED APPLICATIONS:**

The purpose of an abbreviated application is to allow applicants with convictions, prior departmental actions, business bankruptcies, and/or outstanding civil judgements related to the automobile industry, to discover if a license will be issued or reissued without incurring the possible unnecessary expenses of establishing a place of business.

To expedite the review process, applicants with convictions may submit certified copies of the arresting agencies report and the court documents with their application.

An abbreviated application must be submitted to determine your eligibility for a license.

An abbreviated application consists of the following fees and documents:

- \$101 Nonrefundable application fee
- \$ 42 Department of Justice fingerprint processing fee (*out-of-state applicants only*).
- OL 21A, Part A Original Application for Occupational License
- OL 29, Part B Personal History Questionnaire
- OL 12, Part C Application for Original Occupational License
- ADM 1316 Fingerprint Card (*out-of-state applicants only*).
- DMV 8016 Request For Live Scan Service (*receipt*).

If you are considering submitting an abbreviated application, contact the Occupational Licensing Inspector in your area for assistance.

**WHERE TO FILE YOUR APPLICATION:**

Submit all application forms to your local Inspector nearest the location when ready for inspection. A list of Inspector Offices is included with this packet. To ensure an Inspector will be available to assist you, please call for an appointment.

Do not return the forms to the Sacramento Occupational Licensing Headquarters Unit.

**TIME REQUIRED TO ISSUE THE LICENSE:**

Upon receipt of a complete application for a license which is accompanied with the appropriate fee, the department shall, within 120 days, make a thorough investigation of the information contained in the application (11704(b) CVC).

A complete application is one that contains all the necessary completed forms (e.g., documents, signatures, fees, etc.), as required for the issuance of a license. Incomplete applications will be returned to the applicant for correction and/or deficiency(ies).

**TEMPORARY PERMITS:**

Permits and supplies to operate will be issued by an Inspector only after all requirements are fulfilled, the background check performed is clear, and your location has been inspected and approved.

**INSTRUCTIONS FOR  
COMPLETING THE DISMANTLER APPLICATION:**

**IMPORTANT**

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

***Original Application for Occupational License, (Part A), OL 21A***

- A. **Type of License:** Check the box marked “Dismantler”.
- B. **Main Office:** Enter the true full name(s) of the individual, partners, Corporation, Limited Liability Company or Association.  
**Firm Name:** Enter your business name.  
**Firm Address, City, State, Zip Code:** Enter your business address, city, state, and zip code  
**Area Code/Telephone Number:** Enter your business area code and telephone number.

- C. **Check the Vehicles to be Sold at This Location:** For Vehicle Dealers Only.
- D. **Plate(s) Request:** Enter the number of plates desired.
- E. **Zoning Approval:** Check the appropriate box, indicating whether your dismantler's location meets zoning requirements by either the city or the county.
- F. **Property Data:** Check the appropriate box if the property is leased, rented, or owned.  
**Lease or Rental Period:** Enter the lease or rental period.  
**Approximate Square Feet:** Complete the size of the property in square feet.  
**If the property is leased or rented, complete the following:** Enter the property owner's full name, address, city and telephone number.  
**Area Code/Telephone Number:** Enter your business area code and telephone number.
- G. **For Manufacturer or Remanufacturer Only:**  
Enter the starting 17 digit vehicle identification number to be used.
- H. **For Distributor Only:**  
Include with your application a copy of your franchise agreement with the Manufacturer of the product you will distribute.
- I. **For Dismantler Only:**  
**All plates removed from acquired vehicles will be:** Check the box which is the method you will use to destroy plates.  
**Fill in the:**  
Board of Equalization Resale Permit Number  
Calif. Environmental Protection Agency I.D. Number  
Franchise Tax Board Tax I.D. Number.  
**Check the appropriate boxes for 1, 2, 3, and 4.**

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- J. **Financial Institution Business Information:**  
**Enter the name of the bank where business account is carried,** the bank's address, area code and telephone number.  
**Account Number:** Enter the business account number.  
**Name of person authorized to draw funds or issue checks from account.** Enter the name(s) of person(s) authorized to draw funds or write checks from the account.

**If bank account is not carried under same name as shown on this application, under what name is it carried?** Enter the name the account is carried under if not the same as your business.

**K. Certification:**

This section must be completed in the presence of a DMV Inspector.

***Application For Occupational License, (Part B)  
Personal History Questionnaire, OL 29***

The following individuals are required to complete personal history questionnaires and furnish a Request For Live Scan Service receipt or Fingerprint Cards: 1) sole owners; 2) all partners; and 3) all individuals listed on the ownership structure of the business.

1. **Name:** Enter your true full name. Last, first, middle.
2. **Residence address:** Enter address, city, county and zip code.
3. **Phone:** Enter the area code and telephone number.
4. **Social Security Number:** Enter you social security number.
5. **Physical Description:** Enter sex, color hair, color eyes, height, weight, birth date.
6. **Do you hold a valid California Driver's License?** Answer yes or no.
7. **If yes, show license number:** Enter your California Driver License number.
8. **Have you ever been known by or used any name other than the name appearing on this questionnaire?:** Answer yes or no.
9. **If yes, what name?:** Enter the different ways you sign you name.  
Example: Robert Joseph Smith  
                  Robert J. Smith  
                  Bob Smith
10. **Experience and employment records for the past three years (List most recent first):** List your employment for the last three (3) years.
11. **Applicant initials:** Initial the form.

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12. **OL # :** For DMV use only.
13. **Name:** For DMV use only.
14. **Education:** For Driving School Instructor and Traffic Violator School Instructors Only.

15. **4(a) Have you previously been or are you licensed or have you ever applied for an occupational license (dealer, salesperson, vehicle verifier, etc.) in this state?:** Answer yes or no.
16. **If yes, show license number:** Enter the license number. If you do not remember the number, indicate so.
17. **4(b) This question relates to any discipline on a current or former license as well any license applied for, denied, refused, or placed on probation.** Answer yes or no.
18. **4(c) This question relates to any occupational license issued by another state, and that license was revoked or suspended for cause and was never reissued or was suspended for cause and the terms of the suspension have not been filled.** Answer yes or no.
19. **4(d) Have you ever had a civil judgment rendered against you?** Answer yes or no.
20. **If yes, was it a result of your activity under an occupational license issued by this department?** Answer yes or no.
21. **If yes, state amount and whether paid or unpaid.**
22. **Were you ever a partner, managerial employee, officer, director, or stockholder in a firm that had a civil judgment rendered against it?** Answer yes or no.
23. **Have you ever declared bankruptcy or were you ever a partner, managerial employee, officer, director, or stockholder in a firm that declared bankruptcy?** Answer yes or no.
24. **If yes, give date bankruptcy filed and name and location of court of jurisdiction.**
25. **Excluding traffic offenses, have you ever been convicted, placed on probation, or released from incarceration following conviction for any crime or offense, either Felony or Misdemeanor, of any Federal or State jurisdiction within the last ten (10) years.**  
Answer yes or no.  
Include any conviction where you were pardoned, pled nolo contendere, or where the conviction was expunged, dismissed, set aside or removed from the record under Penal Code Section 1203.4.
26. **Applicants Initials:** Initial the form.

**IMPORTANT NOTE:** A background investigation is conducted on all applicants. Failure to disclose any/all convictions may result in the refusal, denial, or revocation of your license.

27. **Failure to initial can be cause for denial of license. Applicant Initials.** Initial the form.
28. **List all convictions.**
29. **Date:** Date the application.
30. **Signature:** Sign your name.



Applicants with convictions, prior departmental actions, business bankruptcies, and/or outstanding civil judgements related to the automobile industry, must file an Abbreviated Application. See Page 5 for detailed instructions.

***Application For Original Occupational License, (Part C), OL 12***

1. **Name of individual, partners, corporation, Limited Liability Company, or Association:**  
Enter the true full name(s) of:
  - The Individual.
  - Each Partner.
  - The corporate name.
  - Limited Liability Company name.
  - The Association.
2. **Telephone No:** Enter your business telephone number.
3. **Firm or Trade Name (DBA):** Enter your business name.
4. **Ownership:** Enter the true full name and title of:
  - The individual.
  - Each partner (designate whether general or limited).
  - Each principal officer and director, or stockholder of the corporation participating in the direction, control and management of the policy of the business.
  - Each member and manager of the Limited Liability Company participating in the direction, control and management of the policy of the business.
  - Each member of the Association participating in the direction control and management of the Association.
5. **Complete Section I, II, III, IV or V** depending on whether the ownership of the firm is an individual, partnership, corporation, Limited Liability Company, or Association.

### ***Zoning Verification For Dismantler's License, OL 62***

This form is to be completed by an official of the agency responsible for zoning in your area and submitted with your application for license to a Department Inspector.

### ***Fingerprint Card, ADM 1316***

A fingerprint card must be submitted for out-of-state applicants only. Fingerprint cards may be obtained by calling Occupational Licensing at (916) 657-6621 or contacting your local Inspector. Fingerprints must be taken at a local law enforcement agency either the Police Department or Sheriff's Office.

### ***Request For Live Scan Service, DMV 8016***

Every person applying for an Occupational License must furnish a copy of their Request For Live Scan Service receipt when submitting their application to the Department of Motor Vehicles.

Live Scan is an inkless electronic fingerprinting process. The fingerprints are electronically transmitted to the Department of Justice (DOJ) for completion of a criminal background check.

Contact your local Police Department, Sheriff's Office, or District Education Office to determine the Live Scan site nearest you. There are more than 130 facilities throughout the state and at least one in each county. Call in advance, some locations are by appointment only. A photo ID will be required. A Live Scan list is available from DOJ's Live Scan internet address at: <http://caag.state.ca.us/app/contact.pdf>

The live scan fingerprinting service fee varies from about \$5 to \$20. The cost to electronically fingerprint the applicant is determined by the local live scan agency. According to DOJ, they can charge a fee sufficient to recover their costs. The \$32 DOJ criminal record check fee is also collected at the live scan site.

If you have been previously licensed by the Department of Motor Vehicles, Occupational Licensing (within the past 36 months), please complete Question #4 on the Personal History Questionnaire (OL 29) and ***do not*** complete the Request For Live Scan Service.