

4501:1-10-01

**Written notice of orders.**

- (A) Unless a different method is specified by law, the registrar of motor vehicles shall give written notice of any order revoking, canceling, or suspending a driver's license, a commercial driver's license, motorcycle operator's license or endorsement, or temporary permit, or any order requiring the surrender of a certificate of registration or registration plates, by regular mail sent to the person at the person's last known address as determined in accordance with this rule.
- (B) Pursuant to division (D) of section 4506.14 and division (C) of section 4507.09 of the Revised Code, each person licensed as a commercial driver under Chapter 4506. of the Revised Code or a driver under Chapter 4507. of the Revised Code shall notify the registrar of any change in the person's address within ten days following that change. The notification shall be in writing on ~~at~~ the "Request for Change of Address" form "BMV 5756" (December, 2014), available via the Ohio bureau of motor vehicles' (BMV) website at [http://www.bmv.ohio.gov/bmv\\_forms.stm](http://www.bmv.ohio.gov/bmv_forms.stm) ~~provided by the registrar~~ or by electronic means approved by the registrar via the BMV website at <https://ext.dps.state.oh.us/bmvonlineservices.public/dlverification.aspx> and shall include the full name, date of birth, license number, county of residence, last four digits of social security number, and new address of the person.
- (C) Any person applying for a motor vehicle certificate of registration shall state the person's correct and current address on the application. Pursuant to division (E) of section 4503.101 of the Revised Code, every owner or lessee of a motor vehicle holding a certificate of registration shall notify the registrar in writing of any change in the person's address within ten days after the change occurs. The notification shall be in writing on ~~at~~ the "Request for Change of Address" form "BMV 5756" (December, 2014), available via the BMV website at [http://www.bmv.ohio.gov/bmv\\_forms.stm](http://www.bmv.ohio.gov/bmv_forms.stm) ~~provided by the registrar~~ or by electronic means approved by the registrar via the BMV website at <http://ext.dps.state.oh.us/bmvonlineservices.public/dlverification.aspx> and shall include the full name, date of birth, license number, county of residence, ~~or place of business,~~ last four digits of social security account number ~~of an individual or federal tax identification number of a business,~~ and new address.
- (D) ~~The bureau of motor vehicles (BMV)~~ BMV shall maintain a drivers' record data file ~~which that~~ shall include the last known address of each driver, commercial driver, motorcycle operator, or temporary permit holder licensed by the state of Ohio. For the purpose of this rule, the last known address of the driver, commercial driver, motorcycle operator, or temporary permit holder shall be the address entered on the most recent application submitted by that person unless the ~~bureau of motor vehicles~~ BMV receives notice of, and enters, a new address in accordance with this paragraph. Upon receipt of a written or electronic notice of a new address submitted by a driver, commercial driver, motorcycle operator, or temporary permit

holder pursuant to division (D) of section 4506.14 or division (C) of section 4507.09 of the Revised Code, the BMV shall, within twenty-eight days, enter the new address in the drivers' record data file.

- (E) The ~~bureau of motor vehicles~~ BMV shall maintain a vehicle registration data file ~~which~~ that shall include the last known address of the registered owner or lessee of each motor vehicle registered in the state of Ohio. For the purpose of this rule, the last known address of the owner or lessee shall be the address entered on the most recent motor vehicle registration submitted by the owner or lessee, unless the ~~bureau of motor vehicles~~ BMV receives notice of, and enters, a new address in accordance with this paragraph. Upon receipt of a written or electronic notice of a new address submitted by an owner or lessee of a motor vehicle holding a certificate of registration pursuant to division (E) of section 4503.101 of the Revised Code, the ~~bureau of motor vehicles~~ BMV shall, within twenty-eight days, enter the new address in the vehicle registration data file.
- (F) Written notice of any order ~~which~~ that relates only to requiring the surrender of a certificate of registration or registration plates, or both, but does not relate in any way to the revocation, cancellation, or suspension of a driver's license, commercial driver's license, motorcycle operator's license or endorsement, or temporary permit, shall be sent by regular mail to the owner's last known address contained in the vehicle registration data file in accordance with paragraph (E) of this rule.
- (G) Written notice of all other orders, including orders revoking, canceling, or suspending a driver's license, commercial driver's license, motorcycle operator's license or endorsement, or temporary permit, and any orders requiring the surrender of a certificate of registration or registration plates, or both, if there is any underlying relationship between that surrender and any action revoking, canceling, or suspending a driver's license, commercial driver's license, motorcycle operator's license or endorsement, or temporary permit, shall be sent by regular mail to the driver's, commercial driver's, motorcycle operator's, or temporary permit holder's last known address contained in the drivers' record data file in accordance with paragraph (D) of this rule.
- (H) As an alternative to, or in addition to, written notice given by regular mail under this rule, the registrar may, but is not required to, give written notice by certified mail, return receipt requested. If certified mail is used, it shall be sent to the last known address of the owner in accordance with paragraphs (E) and (F) of this rule or to the driver, commercial driver, motorcycle operator, or temporary permit holder in accordance with paragraphs (D) and (G) of this rule, whichever applies. The proof of mailing procedures set forth in rule 4501:1-10-02 of the Administrative Code do not apply to written notice by certified mail, return receipt requested.

Effective:

Five Year Review (FYR) Dates: 12/30/2014

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: R.C. 4501.02 , R.C. 4501.022  
Rule Amplifies: R.C. 4501.022, R.C. 4506.14, R.C. 4507.09, R.C. 4503.101.  
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