



## Ohio Board of Motor Vehicle Repair

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77 South High Street, 16<sup>th</sup> Floor, Columbus, Ohio 43215  
Telephone: (614) 995-0714 Facsimile: (614) 995-0717  
[www.mvrboard.ohio.gov](http://www.mvrboard.ohio.gov)

Dear Business Owner:

The Ohio Board of Motor Vehicle Repair will be transitioning to a new licensing and renewal website in the spring of 2018.

The new eLicense system operates in a secure web-based environment and will eliminate the need for paper applications and payments via personal checks. The system will provide confirmation of fee payments and application submissions and will improve the ability of the Board to communicate with and guide you through the licensure and renewal process.

To use the system, we must have an **up-to-date email address** for the actual individual who will be responsible for processing your renewal. The system will work primarily from your email.

The first of the year you will be receiving eLicense login information (including a security code) from the Board. Once you log in to eLicense for the first time, you will be asked to enter information pertaining to the business and the person processing the renewal.

We will keep you informed of the system updates and a date when we go live.

In the meantime, we request that you send us your correct email address so we can pre-load that information into the system. If we have a good address on file for the person handling renewals, than you can disregard. If we have no email on file for you, we need one right away.

I appreciate your assistance in this matter. As always, please contact the office if you have any questions or concerns; or email me at [mike.greene@ohio.gov](mailto:mike.greene@ohio.gov)

Sincerely,

*Michael R. Greene*

Michael R. Greene  
Executive Director

### MISSION STATEMENT

*Effectively and efficiently enforce Ohio laws by implementing Common Sense Initiatives to enhance consumer protection and promote industry growth and compliance.*