



**LOUISIANA USED MOTOR VEHICLE COMMISSION**

3132 Valley Creek Drive  
Baton Rouge, Louisiana 70808  
MAIN# (225) 925-3870 FAX # (225) 925-3869  
www.lumvc.louisiana.gov

**ADDITIONAL LOCATION INSTRUCTIONS FOR USED MOTOR VEHICLE DEALER**

1. Complete, sign, and return the enclosed used motor vehicle dealer application indicating the additional location.
2. Complete, sign, and return salesperson application (s) for the additional location. You must have at least one (1) salesperson at each location.
  - If a salesperson is being transferred from your primary location, no application is needed. However, you must submit it in writing which salesperson will be working at which location.
3. Must have a business telephone listed in the business name and installed at the additional location. **NO CELLULAR PHONES.** The business name and phone number must be listed with 411 Nationwide Directory Assistance.
4. Complete the top portion of the enclosed zoning form indicating that you can operate this type of business at the additional location. Please have the bottom portion of this form completed and signed by the zoning authority in your area.
5. Submit a photograph of your permanently affixed business sign stating the trade. The sign must be a minimum of 16 square feet (4' x 4') and subject to all zoning laws. This sign must be at your additional location.
6. Submit a Surety Bond. This must be a NEW and separate bond from your primary location. You must secure a \$20,000.00 surety bond (if you sell 119 units or less in a twelve month period) or a \$35, 000.00 surety bond (if you sell 120 units or more in a twelve month period). The bond must be executed on our bond form. Originals, emails, and/or faxes will be accepted.
7. Submit an Accord Certificate of Insurance listing the additional location and all insured salespeople.
8. Remit appropriate fees. (Cash, check, cashier's check, or money order)
  - Additional Location (2 year license).....\$200.00
  - Salesperson.....\$25.00
  - Criminal background check (if applicable).....\$35.00
9. A physical inspection will be conducted after all above requirements are submitted and applications are processed.