



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

USED DEALER LICENSE REQUIREMENTS - RENEWAL

PLEASE READ ALL OF THIS INFORMATION CAREFULLY BEFORE COMPLETING AND SUBMITTING YOUR APPLICATION. INCOMPLETE OR INACCURATE INFORMATION WILL DELAY YOUR LICENSE. APPLICATIONS MAY BE HAND DELIVERED, BUT THAT WILL NOT SPEED UP THE PROCESS. APPLICATIONS ARE PROCESSED IN DATE ORDER IN WHICH THEY ARE RECEIVED.

Any renewal applications received in this office postmarked or electronically submitted after December 31, 2013, will be assessed a late fee of \$100.00 per license type.

APPLICATIONS

- Complete and sign all applications
- You may scan and return via email to the appropriate Administrative Coordinator (view website for email address. Payment should follow no later than 10 days.
- Each dealership must have at least one salesperson.
- **IMPORTANT:** You must submit an additional fee of \$35.00 for each applicant if they have been convicted or pled guilty to any crime other than a traffic violation within the past ten (10) years for a criminal history background check.

CONTINUATION CERTIFICATE FOR SURETY BOND

- Must be in force throughout the license period.
- A Change Rider must be submitted if any changes are being made.
- Must be held and firmly bound to, the State of Louisiana, through the Louisiana Used Motor Vehicle Commission.
- Copies, emails, and/or faxes are acceptable.

GARAGE LIABILITY INSURANCE

- Must submit an Acord Certificate of Liability Insurance.
- Certificate Holder must read: LUMVC, 3132 Valley Creek Drive, Baton Rouge, LA 70808
- List all insured salespersons.
- Should indicate no lapse in coverage (if so, fees will apply).

RENTAL INSURANCE (ONLY FOR RENT WITH THE OPTION TO PURCHASE AND DAILY RENTAL)

- Must submit Certificate of Insurance
 - Certificate Holder must read: LUMVC, 3132 Valley Creek Drive, Baton Rouge, LA 70808
- ❖ Once applications are submitted to this office, your applications will be processed and/or a sendback letter requesting additional documents will be sent. Please make sure to check your LUMVC email address daily as sendback letters will be sent using this method.
- ❖ You cannot apply for your 2014 dealer plates until you are in receipt for your Renewed Dealer Licenses. Do not send your dealer plate applications or fees to this office. Please contact the Office of Motor Vehicles, Special Plate Unit at (225) 925-6371.
- ❖ We encourage you to renew your license online. If you choose not to renew your dealer license online, the renewal packets are available on our website at www.lumvc.louisiana.gov. You may remit renewal documents and payment to the *Louisiana Used Motor Vehicle Commission, 3132 Valley Creek Drive, Baton Rouge, LA 70808*.

Requirement Checklists

<u>Used Dealer's License</u> <ol style="list-style-type: none"> 1. Completed Application 2. Salesperson Application(s) 3. Continuation Certificate (Surety Bond) 4. Certificate of Insurance 5. Fees 	<u>Rent with the Option to Purchase License</u> <ol style="list-style-type: none"> 1. Completed Application 2. Salesperson Application (s) 3. Continuation Certificate (Surety Bond) 4. Certificate of Insurance - Contingent Liability 5. Copy of Rental Purchase Agreement 6. Fees
<u>Crusher License</u> <ol style="list-style-type: none"> 1. Completed Application 2. Salesperson Application(s) 3. Fees 	<u>Automotive Dismantler & Parts Recycler License</u> <ol style="list-style-type: none"> 1. Completed Application 2. Salesperson Application(s) 3. Fees
<u>Daily Rental License</u> <ol style="list-style-type: none"> 1. Completed Application 2. Salesperson Application(s) 3. Continuation Certificate - Surety Bond 4. Certificate of Insurance - Scheduled Autos 5. Fees 	<u>Auction License</u> <ol style="list-style-type: none"> 1. Completed Application 2. Salesperson Application(s) 3. Fees
<u>Used Parts & Accessories License</u> <ol style="list-style-type: none"> 1. Completed Application 2. Salesperson Application(s) 3. Fees 	<u>Salesperson License</u> <ol style="list-style-type: none"> 1. Completed Salesperson Application 2. Name added on certificate of insurance OR a written statement indicating you will not drive any vehicles on or off the lot. 3. Fees

Type of License to Renew	Renewal Fee	Term of License
Used Dealers License	\$400.00	2 years
Crusher License	\$400.00	2 years
Automotive Dismantler & Parts Recycling License	\$400.00	2 years
Rent with Option to Purchase License	\$400.00	2 years
Daily Rental License	\$400.00	2 years
Auction License	\$400.00	2 years
Used Parts & Accessories License	\$400.00	2 years
Salesperson License	\$25.00	1 year
Additional Location	\$200.00	2 years

BE ADVISED THAT A RENEWAL APPLICATION PACKET IS NOT COMPLETE UNLESS ALL REQUIRED DOCUMENTS ARE COMPLETED, SUBMITTED, AND ALL FEES ARE PAID IN FULL.

Please email any questions you may have to info@lumvc.louisiana.gov or your Administrative Coordinator. You may also visit our website at www.lumvc.louisiana.gov for additional information or forms.