



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

INFORMATION CHANGE REQUIREMENTS

PLEASE READ ALL OF THIS INFORMATION CAREFULLY BEFORE COMPLETING AND MAILING YOUR INFORMATION.

Below are the listed requirements for changing your location, trade name, and/or ownership. All requirements must be submitted within ten (10) days of the change. All current licenses must be mailed back along with requirements.

CHANGING THE LOCATION

1. Complete and sign the information change form.
2. Submit a Change Rider for your Surety Bond indicating the changes of the new location.
3. Submit an amended Certificate of Insurance reflecting the new address.
4. Submit a photo via mail or email of your permanently affixed business sign.
5. Business phone must be listed with 411 Nation Wide Directory Assistance under your new address.
6. Submit a **fee of \$100.00** per license type.

NOTE: A physical inspection will be completed before you receive your new license.

CHANGING THE TRADE NAME

1. Complete and sign the information change form.
2. Submit a Change Rider for your Surety Bond indicating the changes of your name.
3. Submit an amended Certificate of Insurance reflecting your new name.
4. Submit a photo via mail or email of your permanently affixed business sign reading your new name.
5. Business phone must be listed with 411 Nation Wide Directory Assistance under your new address.
6. Submit a **fee of \$100.00**

CHANGING OF OWNERSHIP

1. Complete and sign the information change form.
 2. Submit a Change Rider for your Surety Bond indicating the changes of ownership.
 3. Submit an amended Certificate of Insurance reflecting new ownership.
 4. Submit a notarize affidavit from the current owner, partnership, or corporations authorizing the ownership change.
 5. Submit a **fee of \$100.00**
- ❖ Ownership change should only be done when changing the corporate officers, adding or deleting a partner or donating the business to a family member. If the business is an outright purchase, this will be treated as a new business and appropriate paperwork should be filled out.
 - ❖ If you choose to do two or more changes at same time, the fee is only \$100.00.
 - ❖ You may remit your fees by cash, check, cashier's check or money orders, made payable to Louisiana Used Motor Vehicle Commission. Please send to the address listed above.

BE ADVISED THAT AN INFORMATION CHANGE 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.

STATE OF LOUISIANA
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BOND FOR VEHICLE DEALERS

BOND NO. _____

PRINCIPAL	OWNERSHIP (Name of Individual, Partners, Corporation—an individual cannot do business as a corporation, LLC, or LLP)
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TRADE NAME OF BUSINESS (Must read exactly the same as on application and picture.) _____

PHYSICAL LOCATION OF BUSINESS (No. Street, Town/City, Zip Code—Do not put mailing address.) _____

OWNERSHIP <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate <input type="checkbox"/> LLP <input type="checkbox"/> LLC	IF CORPORATE, LLP OR LLC, SHOW STATE OF DOMICILE
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Amount of Bond \$20,000.00 (if you sell 119 units or less within a twelve month period)

Amount of Bond \$35,000.00 (if you sell 120 units or more within a twelve month period)

Parish of _____, State of Louisiana, as principal (hereinafter called principal), AND

SURETY: _____
(Name of Surety)

(Home Office Address of Surety)

(hereinafter called Surety), are held and firmly bound unto, the State of Louisiana, through the Louisiana Used Motor Vehicle Commission, or its successor in office, in the sum of \$20,000.00 or \$35,000.00 for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators and assigns, jointly and severally, firmly by these presents.

The condition of the above obligation is such that:

WHEREAS, the above named principal has made to the obligee hereunder application for a license, under Chapter 4 of Title 32 of the Louisiana Revised Statutes of 1950 to engage in business as a Vehicle Dealer as defined by the various sections of Chapter 4 of Title 32 of the Louisiana Revised Statutes of 1950 as amended.

WHEREAS, the above named principal is required as a condition precedent to his appointment as such dealer to deliver annually to the obligee hereto a good and sufficient surety bond for the license period for the payment of all loss, damages and expenses that may be occasioned by reason of the failure to conform to any law relating to the proper disposition of license, tags, or title and shall also indemnify any person who suffers any loss by reason of a failure to observe the provisions of the law relating to sales tax, license, tags, or title and shall also indemnify any person who suffers any loss, damages, and expenses by reason of a failure to deliver title and for the proper disposition of all taxes, licenses, and registration fees, and including, but not limited to laws relating to penalties and hearing costs as assessed by and on behalf of the Used Motor Vehicle Commission.

NOW THEREFORE, if the above named principal shall pay or cause to be paid to any person who suffered any loss by reason of a failure to observe the provisions of the law relating to sales tax, license, tags, title, registration fees, for the failure to deliver title, or for penalties and hearing costs as assessed by and on behalf of the Used Motor Vehicle Commission then this obligation shall be void, otherwise to remain in full force and effect.

The bond becomes effective as of _____, 20_____, in support of a license issued for the term ending December 31, 20_____ and may be continued by certificate each year in support of any license issued for any subsequent year.

Provided, however, that the aggregate liability of the surety hereunder shall in no event, in any one year exceed the sum of such bond.

Provided, further, the surety shall have the right to terminate its liability hereunder by serving written notice of its election so to do, by United States registered mail, upon the Commission and upon the principal, and thereupon the surety shall be discharged from any future liability hereunder for any default of the principal, after the expiration of thirty days from and after service of such notice.

IN FAITH WHEREOF, we have signed these presents at the place and on the date hereinafter indicated.

WITNESSES	PRINCIPAL (Name of Dealer)
	SIGNED BY _____ TITLE _____
SIGNED AT (City, State)	DATE _____
WITNESSES	SURETY (Name of Surety)
	SIGNED BY _____
SIGNED AT (City, State)	DATE _____
COUNTERSIGNATURE (LA Res. Agent, If Necessary)	

*ORIGINAL POWER OF ATTORNEY MUST BE ATTACHED FOR SURETY SIGNATURE.



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ZONING VERIFICATION

(Please print or type)

We hereby verify that the property located at:

 (Physical address as listed on application)

 (City)

 (State)

 (Parish)

 (Zip)

Upon which _____ is Situated,
 (Name of business)

Check One:

- () Is Zoned; Zoning Code: _____
- () Is NOT Zoned

This is permissible and proper for the operation of:

Check which Applies:

- () A Used Motor Vehicle Dealer
- () A Automotive Dismantler and Parts Recycler
- () A Motor Vehicle Crusher
- () A Used Parts Dealer

 Print Zoning Authority Name

 Official Title

 Zoning Authority Signature

 Phone Number

 Date

*Pursuant to the Americans with Disabilities Act, assistance will be provided on completing any form required by the Louisiana Used Motor Vehicle Commission.