



LOUISIANA USED MOTOR VEHICLE COMMISSION  
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## **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](mailto:info@lumvc.louisiana.gov) or your Administrative Coordinator. You may also visit our website at [www.lumvc.louisiana.gov](http://www.lumvc.louisiana.gov) for additional information or forms.