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	
Used Dealer's License 1. Completed Application 2. Salesperson Application(s) 3. Continuation Certificate (Surety Bond) 4. Certificate of Insurance 5. Fees	**Rent with the Option to Purchase License** 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
Crusher License 1. Completed Application 2. Salesperson Application(s) 3. Fees	**Automotive Dismantler & Parts Recycler License** 1. Completed Application 2. Salesperson Application(s) 3. Fees
Daily Rental License 1. Completed Application 2. Salesperson Application(s) 3. Continuation Certificate - Surety Bond 4. Certificate of Insurance - Scheduled Autos 5. Fees	**Auction License** 1. Completed Application 2. Salesperson Application(s) 3. Fees
Used Parts & Accessories License 1. Completed Application 2. Salesperson Application(s) 3. Fees	**Salesperson License** 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.

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Current License #
Current License #

FOR OFFICE USE ONLY

R#
License #
Date Issued

APPLICATION FOR DEALER LICENSE FOR YEAR 20___- ___

☐ **INITIAL** ☐ **RENEWAL**

PLEASE PRINT OR TYPE. Complete entire application and attach such documents as required. Any misrepresentation or omission of information shall be grounds for refusal to issue or revocation of a license.

SECTION ONE: DEALERSHIP INFORMATION

DEALERSHIP NAME			BUSINESS PHONE
PHYSICAL ADDRESS	CITY	ZIPCODE	PARISH
MAILING ADDRESS	CITY	ZIPCODE	PARISH
EMAIL ADDRESS	OFFICE HOURS		DAYS

SECTION TWO: TYPE OF LICENSE(S) AND TYPE OF BUSINESS

CHECK THE TYPE OF LICENSE YOU ARE APPLYING FOR. YOU MUST SUBMIT THE CORRECT AMOUNT FOR EACH LICENSE TYPE. EACH ADDITIONAL LICENSE TYPE REQUIRES AN ADDITIONAL FEE. CHECK EACH TYPE OF BUSINESS YOU PLAN ON OPERATING.

☐ USED DEALERS LICENSE **($400.00 FEE)**
- ☐ USED CARS AND TRUCKS
- ☐ USED BOATS
- ☐ USED BOAT MOTORS
- ☐ USED TRAILERS
- ☐ USED MOTORCYCLES
- ☐ USED MOTORHOMES
- ☐ BROKER
- ☐ USED ATV/OFF ROAD
- ☐ BUSES/FIRETRUCKS/WRECKERS

☐ AUCTION ($400 FEE)
- ☐ PUBLIC
- ☐ WHOLESALE (DEALER)
- ☐ SALVAGE

☐ USED PARTS & ACCESSORIES ($400 FEE)

☐ CRUSHER ($400 FEE)

☐ AUTOMOTIVE DISMANTLER & PARTS RECYCLER ($400 FEE)

☐ DAILY RENTAL **($400 FEE)**
- ☐ USED CARS AND TRUCKS
- ☐ USED BOATS
- ☐ USED BOAT MOTORS
- ☐ USED TRAILERS
- ☐ USED MOTORCYCLES
- ☐ USED MOTORHOMES
- ☐ BROKER
- ☐ USED ATV/OFF ROAD

☐ RENT WITH THE OPTION TO PURCHASE ($400 FEE)
- ☐ USED CARS AND TRUCKS
- ☐ USED BOATS
- ☐ USED BOAT MOTORS
- ☐ USED TRAILERS
- ☐ USED MOTORCYCLES
- ☐ USED MOTORHOMES
- ☐ BROKER
- ☐ USED ATV/OFF ROAD

SECTION THREE: TYPE OF OWNERSHP

CHECK ONLY ONE

☐ SOLE PROPRIETOR ☐ CORPORATION (CORP) ☐ LIMITED LIABILITY COMPANY (LLC)
☐ PARTNERSHIP ☐ LIMITED PARTNERSHIP (LP) ☐ LIMITED LIABILITY PARTNERSHIP (LLP)

ENTITY NAME (IF APPLICABLE) _____

SECTION FOUR: OWNERSHIP INFORMATION

COMPLETE THE FOLLOWING SECTION INDICATING ALL PARTIES WITH ANY OWNERSHIP INTEREST IN THE BUSINESS. YOU MAY INCLUDE ADDITONAL SHEETS IF NECESSARY.

NAME OF PERSON _____ DATE OF BIRTH mm/dd/yyyy _____ SOCIAL SECURITY # _____

HOME ADDRESS _____ TELEPHONE _____ DRIVER'S LICENSE # _____

U.S. CITIZEN? _____YES _____NO (IF NO, ATTACH COPY OF RESIDENT ALIEN CARD (FRONT & BACK) AND DRIVER'S LICENSE

NAME OF PERSON _____ DATE OF BIRTH mm/dd/yyyy _____ SOCIAL SECURITY # _____

HOME ADDRESS _____ TELEPHONE _____ DRIVER'S LICENSE # _____

U.S. CITIZEN? _____YES _____NO (IF NO, ATTACH COPY OF RESIDENT ALIEN CARD (FRONT & BACK) AND DRIVER'S LICENSE

SECTION FIVE: BACKGROUND INFORMATION

HAVE ANY OF THE APPLICANTS LISTED IN SECTION FOUR EVER BEEN CONVICTED OR PLED GUILTY TO ANY CRIME OTHER THAN A TRAFFIC VIOLATION WITHIN THE PAST TEN (10) YEARS?

- ☐ YES
- ☐ NO

IF YES, COMPLETE THE FOLLOWING (ATTACH ADDITIONAL SHEET IF NEEDED)

INDIVIDUAL NAME: _____ DATE OF CONVICTION_____ OFFENSE _____

INDIVIDUAL NAME: _____ DATE OF CONVICTION_____ OFFENSE _____

INDIVIDUAL NAME: _____ DATE OF CONVICTION_____ OFFENSE _____

SECTION SIX: GENERAL INFORMATION

1. **HAVE YOU OR ANY AFFILIATED OWNERS EVER BEEN KNOWN BY AND/OR USED ANY NAME(S) OTHER THAN THE NAME(S) APPEARING ON THIS APPLICATION?**
   - ☐ YES; IF YES, GIVE NAMES. _____
   - ☐ NO
2. **HAVE YOU OR ANY AFFILIATED OWNERS EVER BEEN LICENSED AS A DEALER OR SALES t9w{hb IN LOUISIANA?**
   - ☐ YES; IF YES, GIVE NAME, DEALERSHIP NAME, AND DATE: _____
   - ☐ NO
3. **HAVE YOU OR ANY AFFILIATED OWNERS EVER HAD A PREVIOUS DEALER OR SALES t9w{hb LICENSE THAT WAS DENIED, SUSPENDED, OR REVOKED?**
   - ☐ YES; IF YES, GIVE NAME, DEALERSHIP NAME, AND DATE: _____
   - ☐ NO
4. **ARE YOU OR ANY AFFILATED OWNERS RELATED TO ANYONE FROM THE USED CAR INDUSTRY WHOSE LICENSE HAS BEEN DENIED, SUSPENDED, OR REVOKED?**
   - ☐ YES; IF YES, GIVE NAME AND THEIR DEALERSHIP NAME: _____
   - ☐ NO
5. **DO YOU PRESENTLY SELL EXTENDED WARRANTY CONTRACTS OR PRODUCT WARRANITIES?**
   - ☐ YES; IF YES, NAME OF COMPANY:_____DATE OF APPROVAL: _____
   - ☐ NO
6. **DO YOU HOLD A FINANCE LICENSE?**
   - ☐ YES; IF YES, GIVE NAME: _____ FINANCE NUMBER: _____
   - ☐ NO
7. **HAS A REPRESENTIVE OF THE DEALERSHIP COMPLETED THE 4 HOUR EDUCATIONAL SEMINAR?**
   - ☐ YES; IF YES,GIVE DATE: _____
   - ☐ NO; IS REPRESENTIVE SCHEDULED FOR SEMINAR? GIVE DATE: _____
8. **DATE THIS BUSINESS WAS ESTABLISHED:** _____

ATTESTATION

I HEREBY CERTIFY THAT THE STATEMENTS MADE HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT I AM FAMILIAR AND WILL ABIDE WITH THE PROVISIONS OF ALL THE LAWS, RULES AND REGUALTIONS UNDER WHICH THIS APPLICATION IS MADE.

ANY FALSE ANSWER IS A CRIMINAL OFFENSE SUBJECT TO A FINE NOT TO EXCEED $5,000.00 OR IMPRISONMNET NOT TO EXCEED 4 YEARS OR BOTH.

_____

PRINT NAME

_____ _____

SIGNATURE AND TITLE **DATE** mm/dd/yyyy

PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, ASSISTANCE WILL BE PROVIDED IN COMPLETING ANY FORMS REQUIRED BY THE LOUISIANA USED MOTOR VEHCILE COMMISSION.

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Current License #

FOR OFFICE USE ONLY

R#
Dealer #
SM #
Date Issued

APPLICATION FOR SALESPERSON'S LICENSE FOR YEAR 20___

☐ **INITIAL** ☐ **RENEWAL**

PLEASE PRINT OR TYPE. Complete entire application and attach such documents as required. Any misrepresentation or omission of information shall be grounds for refusal to issue or revocation of a Salesperson License. **SALESPERSON LICENSE FEE IS $25.00.**

SECTION ONE: INDIVIDUAL INFORMATION

LAST NAME	FIRST NAME	MI	SOCIAL SECURITY #

RESIDENCE ADDRESS	CITY	STATE	ZIPCODE	DATE OF BIRTH mm/dd/yyyy

HOME TELEPHONE	CELLULAR PHONE	EMPLOYMENT DATE	DRIVER'S LICENSE #	RACE	GENDER

U.S. CITIZEN? ☐ YES ☐ NO IF NO, ATTACH COPY OF RESIDENT ALIEN CARD (FRONT AND BACK) AND DRIVER'S LICENSE.

SECTION TWO: DEALERHIP INFORMATION

DEALERSHIP NAME	DEALERSHIP ADDRESS	CITY	ZIPCODE

DEALER LICENSE #	TELEPHONE	PARISH

SECTION THREE: GENERAL INFORMATION

1. HAVE YOU EVER APPLIED FOR A SALESPERSON LICENSE THAT WAS DENIED?
   - ☐ YES; IF YES, GIVE DATE(S): _____
   - ☐ NO
2. HAVE YOU EVER HELD A DEALER OR SALESPERSON LICENSE THAT WAS DENIED, SUPSENDED, OR REVOKED?
   - ☐ YES; IF YES, GIVE DEALERSHIP NAME AND DATE: _____
   - ☐ NO
3. ARE YOU RELATED TO ANYONE FROM THE USED CAR INDUSTY WHOSE LICENSE HAS BEEN DENIED, SUSPENDED, OR REVOKED?
   - ☐ YES; IF YES, GIVE NAME(S): _____
   - ☐ NO
4. HAVE YOU EVER ATTENDED THE 4 HOUR EDUCATIONAL SEMINAR?
   - ☐ YES; IF YES, GIVE DATE: _____
   - ☐ NO
5. ARE YOU GOING TO DRIVE ANY OF THE VEHICLES ON OR OFF THE LOT?
   - ☐ YES
   - ☐ NO

SECTION FOUR: EMPLOYMENT HISTORY

HAVE YOU EVER HAD A PREVIOUS DEALER OR SALESPERSON LICENSE?

- ☐ YES; IF YES, COMPLETE THE FOLLOWING:
- ☐ NO

NAME OF DEALERSHIP	DEALERSHP ADDRESS	DATES OF LICENSE

SECTION FIVE: BACKGROUND HISTORY

HAVE YOU EVER BEEN CONVICTED OR PLED GUILTY TO ANY CRIME OTHER THAN A TRAFFIC VIOLATION WITHIN THE PAST TEN (10) YEARS?

☐ YES; IF YES, DATE OF CONVICTION _____ OFFENSE _____

☐ NO

NOTE: IF YES, YOU MUST SUBMIT AN ADDITIONAL FEE OF $35.00 FOR A CRIMINAL BACKGROUND CHECK.

ATTESTATION

I HEREBY CERTIFY THAT THE STATEMENTS MADE HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT I AM FAMILIAR AND WILL ABIDE WITH THE PROVISIONS OF ALL THE LAWS, RULES AND REGUALTIONS UNDER WHICH THIS APPLICATION IS MADE.

ANY FALSE ANSWER IS A CRIMINAL OFFENSE SUBJECT TO A FINE NOT TO EXCEED $5,000.00 OR IMPRISONMNET NOT TO EXCEED 4 YEARS OR BOTH.

_____ _____

SIGNATURE OF APPLICANT **DATE mm/dd/yyyy**

_____ _____

SIGNATURE OF OWNER **DATE**

PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, ASSISTANCE WILL BE PROVIDED IN COMPLETING ANY FORMS REQUIRED BY THE LOUISIANA USED MOTOR VEHCILE COMMISSION.