



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, 2016, 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.
- The amount of coverage must be \$50,000.00
- 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 2017 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. Change Rider/Endorsement increasing Surety Bond amount to \$50,000 5. Certificate of Insurance 6. 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. Change Rider/Endorsement increasing Surety Bond amount to \$50,000 5. Certificate of Insurance – Contingent Liability 6. Copy of Rental Purchase Agreement 7. 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. Change Rider/Endorsement increasing Surety Bond amount to \$50,000 5. Certificate of Insurance - Scheduled Autos 6. 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
Adjacent 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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FOR OFFICE USE ONLY

Current License #

Current License #

Table with 2 columns: Field Name (R#, License #, Date Issued) and Value

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

Form with fields: DEALERSHIP NAME, BUSINESS PHONE, PHYSICAL ADDRESS, CITY, ZIPCODE, PARISH, MAILING ADDRESS, 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 OWNERSHIP

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 ADDITIONAL SHEETS IF NECESSARY.

Form for first owner: NAME OF PERSON, DATE OF BIRTH, SOCIAL SECURITY #, HOME ADDRESS, TELEPHONE, DRIVER'S LICENSE #, U.S. CITIZEN?

Form for second owner: NAME OF PERSON, DATE OF BIRTH, SOCIAL SECURITY #, HOME ADDRESS, TELEPHONE, DRIVER'S LICENSE #, U.S. CITIZEN?

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 PERSON 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 PERSON LICENSE THAT WAS DENIED, SUSPENDED, OR REVOKED?**
 YES; IF YES, GIVE NAME, DEALERSHIP NAME, AND DATE: _____
 NO
4. **ARE YOU OR ANY AFFILIATED 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 WARRANTIES?**
 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 REPRESENTATIVE OF THE DEALERSHIP COMPLETED THE 4 HOUR EDUCATIONAL SEMINAR?**
 YES; IF YES, GIVE DATE: _____
 NO; IS REPRESENTATIVE 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 REGULATIONS UNDER WHICH THIS APPLICATION IS MADE.

ANY FALSE ANSWER IS A CRIMINAL OFFENSE SUBJECT TO A FINE NOT TO EXCEED \$5,000.00 OR IMPRISONMENT 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 VEHICLE COMMISSION.



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Current License #

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? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, ATTACH COPY OF RESIDENT ALIEN CARD (FRONT AND BACK) AND DRIVER'S LICENSE.						

SECTION TWO: DEALERSHIP INFORMATION

DEALERSHIP NAME	DEALERSHIP ADDRESS	CITY	ZIPCODE
DEALER LICENSE #	TELEPHONE	PARISH	

SECTION THREE: GENERAL INFORMATION

- HAVE YOU EVER APPLIED FOR A SALESPERSON LICENSE THAT WAS DENIED?
 YES; IF YES, GIVE DATE(S): _____
 NO
- HAVE YOU EVER HELD A DEALER OR SALESPERSON LICENSE THAT WAS DENIED, SUPSENDED, OR REVOKED?
 YES; IF YES, GIVE DEALERSHIP NAME AND DATE: _____
 NO
- ARE YOU RELATED TO ANYONE FROM THE USED CAR INDUSTRY WHOSE LICENSE HAS BEEN DENIED, SUSPENDED, OR REVOKED?
 YES; IF YES, GIVE NAME(S): _____
 NO
- HAVE YOU EVER ATTENDED THE 4 HOUR EDUCATIONAL SEMINAR?
 YES; IF YES, GIVE DATE: _____
 NO
- 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 REGULATIONS UNDER WHICH THIS APPLICATION IS MADE.

ANY FALSE ANSWER IS A CRIMINAL OFFENSE SUBJECT TO A FINE NOT TO EXCEED \$5,000.00 OR IMPRISONMENT 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 VEHICLE COMMISSION.