



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 the completed Zoning Verification Form.
5. Submit a photo via mail or email of your permanently affixed business sign.
6. Business phone must be listed with 411 Nation Wide Directory Assistance under your new address.
7. 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 name.
6. Submit a **fee of \$100.00** per license type.

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** per license type.
- ❖ Ownership change should be done when changing the ownership type, changing the corporate officers, adding or deleting a partner, or donating the business. If the business is an outright purchase, this will be treated as a new business and appropriate paperwork should be filled out which includes the \$100.00 plus the normal license fees for the dealership and salesperson license(s). SEE FEE SCHEDULE
 - ❖ If you choose to do two or more changes at the same time, the fee is only \$100.00 per license type.
 - ❖ You may remit your fees by cash, check, cashier's check or money order, 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.



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INFORMATION CHANGE FORM

IMPORTANT: The fee associated with a change in information below is \$100.00 per information type unless all information is changed at the same time. If all changes are at the same time, the fee will be \$100.00 for all changes made.

Type of Change:

- Ownership Change Address Change Trade Name Change

Type of License: (\$100.00 per type)

- Used Motor Vehicle Dealer Rent with the Option to Purchase
 Automotive Dismantle & Parts Recycling Daily Rental
 Crusher Used Parts & Accessories
 Auction

1. Information as it Currently Appears on your license:

Ownership Name: _____
DBA / Trade Name: _____
Physical Address: _____
Mailing Address: _____
Dealer License Number: _____

2. New Information (Fill in all that apply)

New Ownership Name: _____
New DBA/Trade Name: _____
New Physical Location: _____
Mailing Address: _____

3. Business Telephone Number: _____

4. Email Address: _____

5. Complete only if applying for Ownership Change.

Ownership Changing from:

Individual TO LLC, Inc., Partnership
LLC, Inc., Partnership TO Individual
Individual TO Partnership
Partnership TO Individual

Removal of owner(s) form Corporation
Adding owner(s) to Corporation
Other: _____

Dealership Signature _____ Date _____

Dealership Signature _____ Date _____

IMPORTANT: MISSING, INCOMPLETE, OR INACCURATE INFORMATION MAY DELAY THE PROCESSING OF YOUR CHANGES.



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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.