



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

1. Please read all of this information carefully before completing and submitting your application.
2. Incomplete or inaccurate information will delay your license.
3. Applications may be hand delivered, but that will not speed up the process. Applications are processed in date order in which they are received.
4. Please allow approximately 14 business days for processing all applications once all requirements and fees are received.
5. Repeated status calls could delay the renewal process. Your patience is greatly appreciated.
6. Make checks, money orders, and/or cashier checks payable to *La Used Motor Vehicle Commission*.

Any renewal applications received in this office postmarked or electronically submitted after December 31, 2018, will be assessed a late fee of \$100.00 per license type.

APPLICATIONS

- Complete and sign all applications.
- 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).
- Must identify correct coverage.

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 if needed. Please make sure you provide a valid email address on all applications. Communication and correspondence will be delivered by using this method.
- ❖ Checking the status of your renewals by contacting the office will delay the process. You can check the status by visiting our website at www.lumvc.louisiana.gov.

- ❖ You cannot apply for your 2019 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 (\$50,000 Surety Bond) 4. Certificate of Insurance 5. 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 (\$50,000 Surety Bond) 4. Certificate of Insurance – Contingent Liability 5. Copy of Rental Purchase Agreement 6. 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 (\$50,000 Surety Bond) 4. Certificate of Insurance - Scheduled Autos 5. 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
Additional Location	\$200.00	2 years
Additional Adjacent Location	\$200.00	2 years
Salesperson License	\$25.00	1 year

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 #

R#
License #
Date Issued

APPLICATION FOR DEALER LICENSE FOR YEAR 20__ - __**INITIAL
APPLICATION****RENEWAL
APPLICATION****ADDITIONAL
LOCATION****ADDITIONAL ADJACENT
LOCATION**

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.

- | | |
|--|---|
| <input type="checkbox"/> USED DEALERS LICENSE (\$400.00 FEE) <ul style="list-style-type: none"><input type="checkbox"/> USED CARS AND TRUCKS<input type="checkbox"/> USED BOATS<input type="checkbox"/> USED BOAT MOTORS<input type="checkbox"/> USED TRAILERS<input type="checkbox"/> USED MOTORCYCLES<input type="checkbox"/> USED MOTORHOMES<input type="checkbox"/> USED ATV/OFF ROAD | <input type="checkbox"/> DAILY RENTAL (\$400 FEE) <ul style="list-style-type: none"><input type="checkbox"/> USED CARS AND TRUCKS<input type="checkbox"/> USED BOATS<input type="checkbox"/> USED BOAT MOTORS<input type="checkbox"/> USED TRAILERS<input type="checkbox"/> USED MOTORCYCLES<input type="checkbox"/> USED MOTORHOMES<input type="checkbox"/> USED ATV/OFF ROAD |
| <input type="checkbox"/> AUCTION (\$400 FEE) <ul style="list-style-type: none"><input type="checkbox"/> PUBLIC<input type="checkbox"/> WHOLESALE (DEALER)<input type="checkbox"/> SALVAGE | <input type="checkbox"/> RENT WITH THE OPTION TO PURCHASE (\$400 FEE) <ul style="list-style-type: none"><input type="checkbox"/> USED CARS AND TRUCKS<input type="checkbox"/> USED BOATS<input type="checkbox"/> USED BOAT MOTORS<input type="checkbox"/> USED TRAILERS<input type="checkbox"/> USED MOTORCYCLES<input type="checkbox"/> USED MOTORHOMES<input type="checkbox"/> USED ATV/OFF ROAD |
| <input type="checkbox"/> USED PARTS & ACCESSORIES (\$400 FEE) | |
| <input type="checkbox"/> CRUSHER (\$400 FEE) | |
| <input type="checkbox"/> AUTOMOTIVE DISMANTLER & PARTS RECYCLER (\$400FEE) | |

SECTION THREE: TYPE OF OWNERSHIP

CHECK ONLY ONE

- | | | |
|---|---|--|
| <input type="checkbox"/> SOLE PROPRIETOR / INDIVIDUAL | <input type="checkbox"/> CORPORATION (CORP) | <input type="checkbox"/> LIMITED LIABILITY COMPANY (LLC) |
| <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> LIMITED PARTNERSHIP (LP) | <input type="checkbox"/> 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.

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 OF A FELONY 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 SALESPERSON 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 SALESPERSON 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 #
SM.

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 Salesman 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
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.						
EMAIL ADDRESS						

SECTION TWO: DEALERSHIP INFORMATION

DEALERSHIP NAME	DEALERSHIP ADDRESS	CITY	ZIPCODE
DEALER LICENSE #	TELEPHONE	PARISH	

SECTION THREE: GENERAL INFORMATION

- HAVE YOU EVER APPLIED FOR A SALESMAN LICENSE THAT WAS DENIED?
☐ YES; IF YES, GIVE DATE(S): _____
☐ NO
- HAVE YOU EVER HELD A DEALER OR SALESMAN 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 SALESMAN 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 OF A FELONY 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 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.