



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

TEMPORARY AUCTION LOCATION INSTRUCTIONS FOR USED MOTOR VEHICLE DEALER

1. Complete, sign, and return the enclosed information change form indicating the new temporary auction location.
2. Submit an updated Accord Certificate of Insurance adding the temporary location address.
3. Complete the top portion of the enclosed zoning form indicating that you can operate this type of business at new temporary location. Please have the bottom portion of this form completed and signed by the zoning authority in your area.
4. Submit a photograph of your business sign. Sign must state the trade name and should indicate phone number and/or address of main location. This sign must be displayed at location you are holding your auction.
5. Remit appropriate fees. (Cash, check, cashier's check, or money order, made payable to Louisiana Used Motor Vehicle Commission)
 - Address Change Auction Fee.....\$100.00
6. A physical inspection will be conducted after all above requirements are submitted and applications are processed.

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



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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 FEE)
<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 BUSES, FIRETRUCKS, WRECKERS

AUCTION (\$400 FEE)
PUBLIC
WHOLESALE (DEALER)
SALVAGE

USED PARTS & ACCESSORIES (\$400 FEE)
CRUSHER (\$400 FEE)
AUTOMOTIVE DISMANTLER & PARTS RECYCLER (\$400 FEE) | <input type="checkbox"/> DAILY RENTAL (\$400 FEE)
<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 BUSES, FIRETRUCKS, WRECKERS

RENT WITH THE OPTION TO PURCHASE (\$400 FEE)
<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 BUSES, FIRETRUCKS, WRECKERS |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

SECTION THREE: TYPE OF OWNERSHIP

- CHECK ONLY ONE
- | | | |
|-------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> SOLE PROPRIETOR / INDIVIDUAL PARTNERSHIP | <input type="checkbox"/> CORPORATION (CORP) | <input type="checkbox"/> LIMITED LIABILITY COMPANY (LLC) |
| <input type="checkbox"/> ENTITY NAME (IF APPLICABLE) | <input type="checkbox"/> LIMITED PARTNERSHIP (LP) | <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP (LLP) |

SECTION FOUR: TYPE OF OWNERSHIP

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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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:

- () Used Motor Vehicle Dealer
- () Automotive Dismantler and Parts Recycler
- () Motor Vehicle Crusher
- () Used Parts Dealer
- Auction 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.