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 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. Submit payment made payable to **Louisiana Used Motor Vehicle Commission**.

Type of Change:

☐ Ownership Change ☐ Address Change ☐ Trade Name Change

Type of License: ($100.00 per type)

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

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. Mark the appropriate boxes if applying for ***Ownership Change***.

FROM:	**TO:**	
☐ Individual	☐ Individual	☐ Removal of owner(s) from Corp: _____ Name
☐ LLC	☐ LLC	☐ Adding owner(s) to Corp: _____ Name
☐ Inc.	☐ Inc.	☐ Other: _____
☐ LP	☐ LP	
☐ Partnership	☐ Partnership	
☐ LLP	☐ LLP	

Dealership Signature _____ Date _____

Dealership Signature _____ Date _____

Important: Missing, incomplete, or inaccurate information may delay the processing of your changes. Please allow approximately 14 business days for processing.