



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](http://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 must 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 considered a new business and all appropriate paperwork (*Initial Dealer Application Packet*) must be filled out which includes the \$100.00 plus the normal required application 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](mailto:info@lumvc.louisiana.gov) or your Administrative Coordinator. You may also visit our website at [www.lumvc.louisiana.gov](http://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. 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)**

- |   |   |
|---|---|
| <input type="checkbox"/> Used Motor Vehicle Dealer              | <input type="checkbox"/> Rent with the Option to Purchase |
| <input type="checkbox"/> Automotive Dismantle & Parts Recycling | <input type="checkbox"/> Daily Rental                     |
| <input type="checkbox"/> Crusher                                | <input type="checkbox"/> Used Parts & Accessories         |
| <input type="checkbox"/> Auction                                | <input type="checkbox"/> 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*.**

<b>FROM:</b> <input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> Inc. <input type="checkbox"/> LP <input type="checkbox"/> Partnership <input type="checkbox"/> LLP	<b>TO:</b> <input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> Inc. <input type="checkbox"/> LP <input type="checkbox"/> Partnership <input type="checkbox"/> LLP	<input type="checkbox"/> Removal of owner(s) from Corp: _____ Name <input type="checkbox"/> Adding owner(s) to Corp: _____ Name <input type="checkbox"/> Other: _____
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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.**



**STATE OF LOUISIANA**  
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**The text of this official Louisiana Used Motor Vehicle Commission form is NOT to be altered.**

**BOND FOR USED MOTOR VEHICLE DEALERS**

**BOND NO.** \_\_\_\_\_

<b>PRINCIPAL</b>	<b>OWNERSHIP</b> (Name of Individual, Partners, Corporation – an individual cannot do business as a Corporation, LLC, or LLP)
<b>TRADE NAME/ASSUMED NAME OF BUSINESS</b> (Must be completed for individuals and entities doing business under a name other than the above entity name. The name must read exactly the same as on the application and business sign.)	
<b>PHYSICAL LOCATION OF BUSINESS</b> (Number, Street, Town/City, Zip Code –Do not put mailing address)	
<b>OWNERSHIP TYPE</b> <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LLP	<b>IF CORPORATION, LLC, OR LLP, STATE OF DOMICILE</b>

**STATE OF LOUISIANA**  
**PARISH / COUNTY OF** \_\_\_\_\_, (hereinafter “Dealer” or “Principal”) as Principal and  
(hereinafter “Surety”) \_\_\_\_\_  
(Name of Surety)  
\_\_\_\_\_  
(Home Office Address of Surety)

, as Surety, hereby firmly bind ourselves, our heirs, executors and administrators unto the State of Louisiana through the Louisiana Used Motor Vehicle Commission, or its successor in office (“Commission”), for the faithful performance of Principal, of the duties incumbent upon Principal as a Used Motor Vehicle Dealer (“Dealer”) under the provisions of Chapter 4-C of Title 32 of the Louisiana Revised Statutes of 1950 as amended (“Chapter 4-C”) and other applicable laws.

This Bond given to satisfy the requirements of La. R.S. 32:791 shall be in the amount of **\$50,000** per calendar year and shall be effective as of \_\_\_\_\_, 20\_\_\_\_\_, in support of a license issued for the term ending December 31, 20\_\_\_\_\_. This Bond may be continued by certificate duly signed and sealed by the Surety, subject to the terms and conditions of this Bond.

This Bond shall be payable to the Commission upon presentation of a final Commission order or documentation showing any loss, damage or expense relating to: (a) the proper disposition of taxes, license fees, tags, or certificates of title, (b) loss by any purchaser of a used motor vehicle who suffers loss, damage, or expense due to the failure of the Principal to comply with any law relating to the registration of a used motor vehicle, the payment of sales tax, and obtaining a license tag or certificate or registration, including but not limited to the failure of the Principal to deliver a certificate of title or remit any tax, license, or registration fee; (c) restitution imposed by the Commission in accordance with La. R.S. 32:785(B)(6); (d) unpaid penalties, fines, and hearing costs imposed by the Commission not to exceed \$25,000; and (e) attorney fees or court costs assessed pursuant to La. R.S. 32:783.

In the event Principal shall faithfully discharge and perform the duties incumbent on Principal under the provisions of Chapter 4-C and other applicable laws during the license period, then in such case Surety’s obligation shall become null and void; else this Bond shall remain in full force, effect.

Surety’s obligations under this Bond may be continued for any subsequent license term by a continuation certificate duly signed and sealed by the Principal and Surety, subject to the terms and conditions of this Bond.

In faith whereof, we have signed these presents at the place and on the date hereinafter indicated.

<b>PRINCIPAL (Name of Dealer):</b>	<b>SURETY (Name of Surety):</b>
<b>SIGNED BY:</b>	<b>*SIGNED BY:</b>
<b>TITLE:</b>	
<b>DATE:</b>	<b>DATE:</b>

\*ORIGINAL POWER OF ATTORNEY MUST BE ATTACHED FOR SURETY SIGNATURE



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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 / Catalytic Converter  
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.