



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

Please read all of this information carefully before completing and submitting your application.

1. **Incomplete or inaccurate information will delay your license.**
2. **Applications may be hand delivered, but that will not speed up the process. Applications are processed in date order in which they are received.**
3. **Please allow approximately 14 business days for processing all applications once all requirements and fees are received.**
4. **Repeated status calls could delay the renewal process. Your patience is greatly appreciated.**
5. **After February 1st, you must provide new documents (zoning form and picture of business sign) along with your applications, bond, and insurance plus the \$100 late fee.**
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, 2024, will be assessed a late fee of \$100.00 per license type (*excluding salesperson license*).

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. **A valid email address is required 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.

- ❖ If you choose to withdraw your application(s), the request of withdrawal must be submitted within 30 days of receipt of the application to our agency in order for a full refund to be considered. If the request is received 30 days or more after receipt of the application(s), then only a portion of your fees may be refunded.
- ❖ 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>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>Used Parts & Accessories 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>Catalytic Converters</u> <ol style="list-style-type: none"> 1. Completed Application 2. Salesperson Application(s) 3. Fees
<u>Crusher License</u> <ol style="list-style-type: none"> 1. Completed Application 2. Salesperson Application(s) 3. Fees 	<u>Auction 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 if you are authorized to 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
Catalytic Converter 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.

Payment Method: Cash, check, money order, and/or cashier checks payable to *La Used Motor Vehicle Commission* or *LUMVC*.

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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MAIN# (225) 925-3870 FAX # (225) 925-3869
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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.

- USED DEALERS LICENSE (\$400 FEE)
USED CARS AND TRUCKS
USED BOATS
USED BOAT MOTORS
USED TRAILERS
USED MOTORCYCLES
USED MOTORHOMES
USED GOLF CARTS, ATV/OFF ROAD
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)
CATALYTIC CONVERTER (\$400 FEE)
DAILY RENTAL (\$400 FEE)
USED CARS AND TRUCKS
USED BOATS
USED BOAT MOTORS
USED TRAILERS
USED MOTORCYCLES
USED MOTORHOMES
USED GOLF CARTS, ATV/OFF ROAD
USED BUSES, FIRETRUCKS, WRECKERS
RENT WITH THE OPTION TO PURCHASE (\$400 FEE)
USED CARS AND TRUCKS
USED BOATS
USED BOAT MOTORS
USED TRAILERS
USED MOTORCYCLES
USED MOTORHOMES
USED GOLF CARTS, ATV/OFF ROAD
USED BUSES, FIRETRUCKS, WRECKERS

SECTION THREE: TYPE OF OWNERSHIP

- CHECK ONLY ONE
SOLE PROPRIETOR / INDIVIDUAL CORPORATION (CORP) LIMITED LIABILITY COMPANY (LLC)
PARTNERSHIP LIMITED PARTNERSHIP (LP) LIMITED LIABILITY PARTNERSHIP (LLP)
ENTITY NAME (IF APPLICABLE)

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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FOR OFFICE USE ONLY

Current License #
SM.

Form with fields: 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

Form with fields: 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?, EMAIL ADDRESS

SECTION TWO: DEALERSHIP INFORMATION

Form with fields: DEALERSHIP NAME, DEALERSHIP ADDRESS, CITY, ZIPCODE, DEALER LICENSE #, TELEPHONE, PARISH

SECTION THREE: GENERAL INFORMATION

- 1. HAVE YOU EVER APPLIED FOR A SALESMAN LICENSE THAT WAS DENIED?
2. HAVE YOU EVER HELD A DEALER OR SALESMAN LICENSE THAT WAS DENIED, SUPSENDED, OR REVOKED?
3. ARE YOU RELATED TO ANYONE FROM THE USED CAR INDUSTY WHOSE LICENSE HAS BEEN DENIED, SUSPENDED, OR REVOKED?
4. HAVE YOU EVER ATTENDED THE 4 HOUR EDUCATIONAL SEMINAR?
5. ARE YOU GOING TO DRIVE ANY OF THE VEHICLES ON OR OFF THE LOT?

SECTION FOUR: EMPLOYMENT HISTORY

HAVE YOU EVER HAD A PREVIOUS DEALER OR SALESMAN LICENSE?
YES; IF YES, COMPLETE THE FOLLOWING:
NO

Table with 3 columns: 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.