



LOUISIANA USED MOTOR VEHICLE COMMISSION

3132 Valley Creek Drive
Baton Rouge, LA 70808

NEW APPLICANTS / NEW LICENSE PLATE

Submit [Application for Dealer's License Plates \(DPSMV 1640\)](#), copy of dealer's license, certificate of insurance, and fee.

LICENSE PLATE RENEWAL

This is also known as a "*registration renewal*". Submit plate renewal invitation from OMV or a letter on letterhead listing the plates to renew, copy of renewed dealer's license, certificate of insurance, and fee. Renewed plate/sticker will not be processed until the dealer receives their renewed dealer's license.

PLATE ALLOWANCE

Dealers are allowed to purchase up to three (3) plates per dealer license plus one (1) additional plate per insured licensed salesperson.

LOST PLATE

Submit letter on letterhead stating plate number which has been lost and requesting issuance of a replacement plate. Letter must provide a detailed description describing how the plate was lost/stolen.

STOLEN PLATES

Report stolen plates to your local law enforcement immediately in addition to canceling the plates with LUMVC or OMV. A copy of the police report must be provided with the application for replacement plate.

PLATE CANCELLATION

Mail or drop off metal plates to LUMVC or your nearest OMV along with letter on letterhead stating the plate number you are requesting to cancel.

DEALER PLATES

Louisiana used motor vehicle dealers are eligible to buy and use metal dealer plates. Dealer plates can only be purchased after you receive your used dealer's license. The plate expires at the end of each year. During the license renewal process, you will receive a new year sticker to place on your current hard plate.

METAL PLATE USES

- On vehicles being offered for sale by the dealer.
- On vehicles being used for demonstration or displaying the vehicle to the public.
- Maintaining the vehicle.

COST

- Initial Plate - \$15.00/plate
- Renewal - \$15.00/plate
- Personalize Renewal - \$40/plate
- Convenience Fee- \$20/plate

***Submit payment made
payable to LUMVC.***

HOURS OF PLATE ISSURANCE

Monday – Friday

8:00 AM – 3:30 PM

Visit www.lumvc.louisiana.gov for additional information or email any questions to PTA@lumvc.la.gov.

APPLICATION FOR DEALER'S LICENSE PLATES
(Please Type or Print)

Dealership Name

Business Address (Location of Business) Street

City & State

Mailing Address

Street

City & State

**A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH SERIES OF PLATES NEEDED.
CHECK APPROPRIATE BLOCK BELOW.**

**ALL APPLICATIONS FOR DEALER PLATES MUST BE ACCOMPANIED BY CURRENT DEALER
LICENSE AND PROOF OF INSURANCE.**

- AUTOS, TRUCKS, TRACTORS, TRAILERS, SEMI-TRAILERS & BUSES:**
FEE - \$15.00 each plate (plus convenience fee of \$20.00/plate)
- MOTORCYCLES:** FEE - \$15.00 each plate (plus convenience fee of \$20.00/plate)
- MANUFACTURERS:** FEE - \$100.00 for the first plate, \$3.00 for each additional plate.
- TRANSPORTERS:** FEE - \$100.00 each plate (plus convenience fee of \$20.00/plate). Proof must be submitted that applicant is covered by a liability insurance policy or bond for not less than ten thousand dollars for public liability and not less than five thousand dollars for property damage.
- HANDICAP AUTOS AND TRUCKS:** FEE - \$15.00 each plate (plus convenience fee of \$20.00/plate). A notarized affidavit must accompany the application attesting to the fact that the vehicle upon which the plate is being attached will be used solely by a mobility impaired person or by a person who is not mobility impaired but will utilize the vehicle strictly for the benefit of a mobility impaired person.

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| No. of Plates Needed | Dealer's No. | Signature of Dealer |
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