

Driving School Instructions To Add A New Location or Change A Location

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| Documents / Fees Required | ✓ |
| New or Change of location: | |
| Application completed; | |
| Owner Signature; | |
| Application Notarized; | |
| New Location Fees: \$25 per year (\$50/\$25)*; | |
| Change of Location Fees - \$25*; | |
| Verified Location: Include photos of building, classrooms & office; | |
| Fire Dept Inspection or State Fire Marshal Plan Review Report (copy); | |
| Occupational License (copy); | |
| Bond – for change of main location –a Rider from Bond Company with the new address or a statement from the bond company that no changes are required; | |
| Vehicles for this Location - Different vehicles for this location? | |
| Certificate of Auto Liability Insurance; | |
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| Third Party Tester Location: | |
| Application (check TPT Provider); | |
| Owner Signature; | |
| Application Notarized; | |
| Tester Fees – \$50 per year (\$100/\$50)*; | |
| General Liability Insurance - \$1,000,000 for each occurrence; | |
| Third Party Tester Road Skills Route; | |
| Third Party Tester Contract | |
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| *Money Order or Certified Check (No personal or company checks) | |

Driving Schools who qualify to open a new location or driving schools changing locations (addresses).

Classes cannot be taught in the new facility until the new location license has been issued and is received by the school.

Application Instructions - The internet applications can be completed on-line with the exception of the signature and notary portion. The applications may also be handwritten.

1. Commercial Driving School must complete the following:

- a.** Submit a completed Driving School Additional Location Application, photos of location & the license fee.
- b.** Occupational License for the new address.
- c.** For any new vehicles added to the fleet for the new location, a **certificate of insurance** which will include description of vehicle, VIN, effective dates and minimum limits of liability by law R.S. 32:900 must be submitted. If the vehicle/s used for Road Skills Testing then the auto liability insurance shall be a minimum limit of \$500,000 per occurrence listed for the vehicles.
- d.** The physical location (classroom and offices) must be inspected by the State Fire Marshal's Office or local Fire Department. An inspection document shall include the total square feet of the classroom.
- e.** The location may be inspected by OMV personnel prior to approval.

2. The Third Party Tester application shall include a Certificate of General Liability with the location address listed. The OMV/TCU's complete address shall be listed as a certificate holder or additional insured. Include the Road Skills Route and Tester Fees with the application.

Once the new location is verified, documents received with correct fees, a Third Party Tester contract or addendum will be sent by email to be printed, read and signed with two known witnesses.

All original documents and fees shall be mailed to:

Office of Motor Vehicles
Attention: Training & Certification Unit
 P. O. Box 64886
 Baton Rouge, LA 70896