

# Louisiana Department of Public Safety and Corrections

## OFFICE OF MOTOR VEHICLES

### Applying for a Third Party Tester Location Only Checklist

| Check | Documents Required   |
|-------|--|
|       | Business:  |
|       | Completed Application for Third Party Tester Location Only ( <b>DPSMV2405</b> ). This form is furnished by the Office of Motor Vehicles and must be notarized.   |
|       | Copy of owner's diploma (high school or college) or school transcripts or GED  |
|       | Certified check or money order made payable to the Department of Public Safety and Correction for fees for each location. Fees are based on the time frame in the license period in which application is made. Fees are \$50 annually, collected biennially  |
|       | A <b>Certificate of Auto Liability Insurance</b> shall be in the name of the company; this certificate is from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. The limits for each occurrence shall be a minimum of \$500,000.00 (five hundred thousand) in auto liability.<br><b>The certificate must list the Office of Motor Vehicles, Attn: Training &amp; Certification Unit, P O Box 64886, Baton Rouge, LA 70896-4886 as a Certificate Holder or additional Insured.</b> |
|       | A <b>Certificate of General Liability Insurance</b> shall be in the name of the company; (Commercial General Liability Insurance (CGL) protects businesses against property damage or bodily injury claims). The general liability shall include the effective dates and limits of liability for each occurrence with a minimum of \$1,000,000.00 (one million). The certificate must list the Office of Motor Vehicles, Attn: Training & Certification Unit, P O Box 64886, Baton Rouge, LA 70896 as a Certificate Holder or additional Insured.                  |
|       | Examiner:  |
|       | Completed Application for each Third Party Examiner ( <b>DPSMV2402</b> ). This form is furnished by the Office of Motor Vehicles and must be notarized.  |
|       | For each examiner, completed Authorization and Disclosure background check forms, 2 fingerprint cards and a \$26.00 money order for each examiner made payable to the Department of Public Safety; see background check instructions. Multiple background check fees may be included on the same money order or certified check.   |
|       | Possess a valid Louisiana driver's license. The license must be a Class D Chauffer's license or higher.  |
|       | Copy of examiner's diploma (high school or college) or school transcripts or GED   |
|       | Successful completion of the Office of Motor Vehicle certified examiner trainer course for a 3rd party examiner.   |
|       | Certified check or money order made payable to the Department of Public Safety and Correction for fees for each location. Fees are based on the time frame in the license period in which application is made. Fees are \$25 annually, collected biennially  |