



Louisiana Department of Public Safety and Corrections
 Office of Motor Vehicles
Driving School Additional or Change of Location Checklist

✓	Documents / Fees Required	
	Additional Driver's Education Location	Change of Driver's Education Location
	Completed Driving School Additional/Change Location Application , with owner's signature	
	Applicable Fees: <ul style="list-style-type: none"> • New Location Fees - \$25.00* per license year (\$25.00 or \$50.00) * <ul style="list-style-type: none"> ○ Example - Odd number year (2023) = \$50.00 ○ Example - Even number year (2024) = \$25.00 • Change of Location Fees: \$25.00* 	
	Site Verified - The new location will be inspected by DECU or TCU personnel prior to approval	
	Copy of a Fire Department Inspection or State Fire Marshal Plan Review Report. Square Footage of classroom required for maximum of students allowed per classroom up to 40 students.	
	Proof of current occupational license	
	A new Surety Bond Rider or Certificate and Power of Attorney is required when the <u>school's main address</u> changes. Satellite locations do not require a new surety bond rider.	
	New Certificate of Auto Liability Insurance	
	Additional Third Party Tester Location	Change of Third Party Tester Location
	Completed Driving School Additional/Change Location Application , with owner's signature	
	Tester Fees – \$50.00 per year (\$100.00/\$50.00)* <ul style="list-style-type: none"> • Example - Odd number year (2023) = \$100.00 • Example - Even number year (2024) = \$50.00 	
	General Liability Insurance - \$1,000,000 for each occurrence; School address must be listed	
	Road Skills 4-Column Direction Form	
	Third Party Tester Contract - 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 by the owner with two known witnesses.	

*Money Order or Certified Checks shall be made payable to DPS or OMV. No personal or company checks are accepted.

Mail all original documents and fees to:

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