



Louisiana Department of Public Safety and Corrections
 Office of Motor Vehicles
Driving School Adding a Co-Owner Only Checklist

For a **co-owner** to be added, the below items shall be complete. The original owner(s) will remain with the school. The new co-owner will not assume full ownership of the driving school. The initial contact with TCU shall be from the original owner.

✓	Required Items
Co-Owner	
	Driving School Co-Owner Application The application must be submitted prior to performing the background check. TCU will not provide the instructions or code until the signed application is received.
	Non-Refundable \$50.00 Fee (fees will be invoiced from OMV)
	Background check (if applicable). OMV will provide the instructions and code upon receipt of the signed application.
	Copy of Purchase Agreement or Bill of Sale (A copy must be submitted if new co-owner is purchasing an interest in the driving school.)
	Secretary of State changes (new co-owner added?)
Vehicles	
	New co-owner bringing in new vehicle(s)?
	Registration of vehicles required?
	Verify vehicle equipment (brake, signs, instructor mirror, rearview mirror, eye check mirror, inspection sticker, first aid kit, fire extinguisher, and beginning odometer reading) using Add or Remove Vehicle Form .
Training	
	TCU Training – Driver’s Education and Third Party Examiner
Additional Comments	