



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 completed. The original owner/s will be remaining 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
	Non-Refundable \$50.00 Fee
	Background check (if applicable), including the following documents: <ul style="list-style-type: none"> • Driving School Background Authorization Form (DPSSP6696) • Driving School Rapsheet Disclosure Form OMVC
	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, & beginning odometer reading) using Add or Remove Vehicle Form .
Training	
	TCU Training – Driver’s Education and Third Party Examiner
Additional Comments	