



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

✓	Documents/Fees Required
	Additional Driver's Education Location Change of Driver's Education Location
	Completed Driving School Additional/Change Location Application
	Owner Signature on Application (may be done electronically)
	Applicable fees (money order or official certified check) <ul style="list-style-type: none"> • New Location Fee of \$25.00 per license year (\$25.00 or \$50.00) <ul style="list-style-type: none"> ○ If an odd number year (i.e. 2023), submit \$50.00 ○ If an even number year (i.e. 2024), submit \$25.00 ○ Money order or certified checks shall be made payable to DPS or OMV • Change of Location Fee of \$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 forty (40) students.
	Proof of current occupational license
	A new Surety Bond Rider or Certificate and Power of Attorney <ul style="list-style-type: none"> ○ Required only for when the school's main address 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
	Owner Signature on Application (may be done electronically)
	General Liability Insurance <ul style="list-style-type: none"> ○ \$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, a Third Party Tester contract or addendum will be sent by email to be read and signed by the owner electronically.

Mail all original documents and fees to:

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

Documents may be emailed to ladrivingschools@dps.la.gov.