



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

|                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Additional Driver's Education/Third Party Location</b> <input type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Change of Driver's Education/Third Party Location</b> <input type="checkbox"/>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| ✓                                                                                  | <b>Documents/Fees Required</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/>                                                           | Completed <a href="#">Driving School Additional/Change Location Application</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/>                                                           | Owner Signature on Application (may be done electronically)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/>                                                           | Site Verification - The new location will be inspected by DECU or TCU personnel prior to approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/>                                                           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/>                                                           | Proof of current occupational license.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <input type="checkbox"/>                                                           | A new Surety Bond Rider or Certificate and Power of Attorney is required when moving the schools main address.<br>Satellite locations do not require a new Surety Bond Rider.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/>                                                           | New Certificate of Auto Liability Insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/>                                                           | General Liability Insurance <ul style="list-style-type: none"> <li>• \$1,000,000 for each occurrence</li> <li>• School address must be listed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/>                                                           | <a href="#">Road Skills 4-Column Direction Form</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/>                                                           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/>                                                           | <p><b>Applicable Fees:</b> Fees will be billed via an electronic invoice system. The fees will not be due until the school location is ready to be licensed. TCU will email an invoice to the school owner. Once the invoice is received, the owner will have two options for payment.</p> <ul style="list-style-type: none"> <li>• Electronic payment methods: (Additional fees apply)           <ul style="list-style-type: none"> <li>Debit/Credit Card</li> <li>Electronic funds transferred via checking account.</li> </ul> </li> <li>• Mail in money order or certified checks.</li> </ul> <p>New/Change of Location Fees - \$ 25.00 per license year (\$25.00 or \$50.00)</p> <p><b>Payments will not be accepted until an invoice has been generated.</b></p> |

Documents may be emailed to [ladrivingschools@dps.la.gov](mailto:ladrivingschools@dps.la.gov).

If you choose to mail documents and fees, please mail to the following address:

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