



*Louisiana Department of Public Safety
Public Safety Services
Office of Motor Vehicles*

Instructions for Adding a Currently Licensed Instructor

Additional instructors may be added at any time during the current license period. Instructors which are currently licensed through a secondary school or another driving school may also be employed. Since the instructor has a current license, repeating the license application process is not required. No additional background check or training documentation must be submitted.

Instructions

Complete the Notification of Employment of a Currently Licensed Instructor form.

Submit the application along with a copy of the instructor's current license and a certified check or money order, made payable to Department of Public Safety in the amount of \$20.00.

Submit the application package to:

Office of Motor Vehicles

Training and Certification Unit

P.O. Box 64886

Baton Rouge, LA 70896

Upon receipt of the package, the application will be processed and an additional license will be mailed.

The instructor must have the license for the school they are administering training for in their possession during the training.