



Louisiana Department of Public Safety and Corrections
Public Safety Services
Office of Motor Vehicles

**ADDITIONAL LOCATION
FOR EXISTING COMMERCIAL DRIVING SCHOOL**

Driving schools may open an additional location. Classes cannot be conducted in the new facility until the new location license has been issued and is received by the school.

Application Instructions - The internet applications can be completed on-line with the exception of the signature and notary portion. The applications may also be handwritten.

1. Commercial Driving School must complete the following:
 - a. Submit a completed Driving School Additional Location Application, along with a \$50 license fee.
 - b. For any new vehicles added to the fleet for the new location, a **certificate of insurance** which will include description of vehicle, VIN, effective dates and limits of liability (25/50/10) must be submitted.
 - c. If physical location is a non-classroom facility, you must file for approval a Planned Review Application to the State Fire Marshal's Office. The notice of approval must be submitted to this office.
 - d. The location may be inspected by OMV personnel prior to approval.
2. The application package **must be complete**. Partial application package will not be accepted and mailed back for completion. All fees must be submitted in the form of a money order, cashier's check or business check made payable to Department of Public Safety. **All** the above documents with original signatures must be mailed to:

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