



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

INSTRUCTIONS FOR HIRING A CURRENTLY LICENSED INSTRUCTOR

Currently licensed instructors may be added at any time during the current license period. Instructors who are currently licensed through a secondary school or a commercial driving school will not be required to repeat the licensing process.

The school owner shall submit

1. a Notification of Employment of a Currently Licensed Instructor form;
2. a copy of the instructor's current license; and
3. a certified check or money order in the amount of \$10, made payable to Department of Public Safety.

Mail the application package to -

Office of Motor Vehicles
Training and Certification Unit
P.O. Box 64886
Baton Rouge, LA 70896-4886

The instructor must have the license for the school he is administering training for in his possession.