



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

**CHANGE OF ADDRESS  
FOR EXISTING DRIVING SCHOOL**

Schools may relocate their existing licensed location to a new address. Rules require the school to notify OMV 30 days prior to the change. This is to allow time for a site inspection prior to the move. The driving school must follow the procedure outlined below.

**Application Instructions** - The application is available on-line and can be completed on-line with the exception of the signature and notary portion. The applications can also be handwritten.

1. The Driving School must complete the following:
  - a. Submit a completed Application for Change of Address for a Driving School, along with a \$25.00 address change fee.
  - b. Submit the occupational license for new location.
  - c. Submit a Photograph of the Front of the building and the classroom(s).
  - d. Submit a new Behind the Wheel Curriculum for the new location.
  - e. If the physical location is a non-classroom facility, you must file for approval with a change of occupancy type to the State Fire Marshal's Office. The notice of approval must be submitted to this office including the declaration of the maximum capacity of the classroom.
  - f. If the location will provide third party skills tests, a new Skills Test Route, 4 column instruction Sheet and Certificate of General Liability coverage for the new location is required.

Note: The Office of Motor Vehicles may conduct a site inspection prior to approval.

2. The application package **must be complete**. Partial application package will not be accepted and mailed back completion. All fees must be submitted in the form of a money order or cashier check made payable to the Department of Public Safety. All of the above documents with original signature must be mailed to:

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