



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

## Initial Application for Third Party Tester Only

Company Information for Third Party Tester Location		Office Use Only	License Number Issued
Name of Provider			
Provider Physical Address		Provider Telephone Number	
City, State, Zip	Parish	Provider Fax Number	
Provider Mailing Address, if different		Provider Owner	
City, State, Zip		Owner's Cell Phone Number	
Company Web Site Address, if Applicable	Owner's E-mail Address (Required)	Owner's Driver's License Number	
Examiner's Name		Examiner's Driver's License Number	Examiner's Address

I hereby certify that the statements made in this application are true and correct. I also hereby certify that I have read, understood and will adhere to all rules and regulations in accordance with LA Administrative Code, Title 55, Part III.

\_\_\_\_\_  
 Signature of Owner Date

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Notary Public



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**Third Party Tester Vehicles**

Third Party Testers may offer vehicles for applicants to utilize during the administration of a road skills test. Those vehicles must meet the following criteria.

1.	Every vehicle used for road skills testing shall be maintained in a safe mechanical and physical condition at all times.
2.	Every vehicle used for road skills testing shall contain proof of insurance in the vehicle at all times in accordance with T.S. 43:863(1).
3.	For vehicles utilized in road skills testing, the driving school owner must file with the department a certificate of insurance in the company name, stating that all vehicles utilized are currently insured and that upon cancellation or expiration, the department will be notified. This certificate must be from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. This certificate must ensure this agency will be notified of any cancellation. The limits shall be \$500,000 in auto liability.

List all vehicles utilized in road skills test administration:

Year	Make	Model	VIN	Plate #	Office Use Only



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## Checklist for Third Party Tester Only

Submitted	Documents
	<b>Tester:</b>
	Completed Application for Third Party Tester Only. This form is furnished by the Office of Motor Vehicles and must be notarized.
	Copy of owner's diploma (high school or college) or school transcripts or GED
	Certified check or money order made payable to the Department of Public Safety and Correction for fees for each location. Fees are based on the time frame in the license period in which application is made. Fees are \$50 annually, collected biennially
	<b>A Certificate of Auto Liability Insurance</b> shall be in the name of the company; this certificate is from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. The limits for each occurrence shall be a minimum of \$500,000.00 (five hundred thousand) in auto liability. The certificate must list the Office of Motor Vehicles, Attn: Training & Certification Unit, P O Box 64886, Baton Rouge, LA 70896-4886 as a Certificate Holder or additional Insured.
	<b>A Certificate of General Liability Insurance</b> shall be in the name of the company; (Commercial General Liability Insurance (CGL) protects businesses against property damage or bodily injury claims). The general liability shall include the effective dates and limits of liability for each occurrence with a minimum of \$1,000,000.00 (one million). The certificate must list the Office of Motor Vehicles, Attn: Training & Certification Unit, P O Box 64886, Baton Rouge, LA 70896 as a Certificate Holder or additional Insured.
	<b>Examiner:</b>
	Completed Application for each Third Party Examiner. This form is furnished by the Office of Motor Vehicles and must be notarized.
	For each examiner, completed Authorization and Disclosure background check forms, 2 fingerprint cards and a \$26.00 money order for each examiner made payable to the Department of Public Safety; see background check instructions. Multiple background check fees may be included on the same money order or certified check.
	Possess a valid Louisiana driver's license. The license must be a Class D Chauffer's license or higher.
	Copy of examiner's diploma (high school or college) or school transcripts or GED
	Successful completion of the Office of Motor Vehicle certified examiner trainer course for a 3 <sup>rd</sup> party examiner.
	Certified check or money order made payable to the Department of Public Safety and Correction for fees for each location. Fees are based on the time frame in the license period in which application is made. Fees are \$25 annually, collected biennially