



**INSTRUCTIONS  
FOR  
LOUISIANA MOTOR VEHICLE COMMISSION  
2011 RENEWAL APPLICATION  
FOR LICENSE AS A  
CONVERTER OR SECONDARY MANUFACTURER**

1. Complete the application in full. Please type or print.
2. The following **MUST** accompany the application when filed:
  - Fee of **\$500.00** (check or money order made payable to the **LOUISIANA MOTOR VEHICLE COMMISSION**).
  - A Board or Member Resolution **MUST** be secured and utilized by attaching to the application indicating that the signatory is a representative of and is authorized to sign the application on behalf of the partnership, corporation, trust, limited partnership, limited liability partnership, or limited liability corporation. (Form LMVC/BMR, Sample Board or Member Resolution may be found at [www.lmvc.la.gov](http://www.lmvc.la.gov) {Applications}.)
  - If applicable, original \$1,000,000.00 surety bond or continuation certificate for the license period (January 1, 201 through December 31, 2011). LSA-R.S. 32:1254D(6)(b) mandates this bond be made payable to the Secretary of the Department of Public Safety and Corrections. The Power of Attorney for the company representative signing the surety bond **MUST BE** attached. LSA-R.S. 32:1254B set forth the license periods for the commission districts as defined by LSA-R.S. 32:1253A. **ALL CONTINUATION CERTIFICATES MUST BE COMPLETED ON A LMVC BOND FORM.** (Form LMVC/BCC, Continuation Certificate may be found at [www.lmvc.la.gov](http://www.lmvc.la.gov) {Applications}.)
  - Certificate of Insurance indicating insurance covering the place of business and the operation is in effect at the location for which the license is being sought. (NOTE: LSA-R.S. 32:1254C(9) provides for the **IMMEDIATE SUSPENSION OF LICENSE** for failure to maintain said insurance.)
  - A list of all branch locations.
  - A list of names and titles of executive or sales personnel representing the applicant..

Mail to: LOUISIANA MOTOR VEHICLE COMMISSION, 3519 12<sup>TH</sup> STREET, METAIRIE, LOUISIANA 70002.

**NOTE:** Upon receipt of your renewal packet a review of your Converter or Secondary Manufacturer file will be made. Any and all documents **NOT ON FILE OR CURRENT WILL BE REQUESTED.**

*IF YOU ARE MAKING OR HAVE MADE CHANGES, I.E.:*

- ☞ Change in location
- ☞ Change in corporate ownership or majority ownership
- ☞ Change in the name of the licensee

**NOTE THE FOLLOWING!**

Changes **CANNOT** be done on a renewal application.

Contact the Louisiana Motor Vehicle Commission and request an Initial Application Packet.

(504) 838-5207 ♦ E-mail: [vmashley@lmvc.la.gov](mailto:vmashley@lmvc.la.gov) or [acburton@lmvc.la.gov](mailto:acburton@lmvc.la.gov)

Pursuant to LSA-R.S. 44:4.1B.(17), the application(s) and supporting documentation when filed with this agency **ARE NOT** a public record and **WILL NOT** be furnished to any person, firm, association, or corporation making a public record request.

Applicants are **CAUTIONED** to allow at least 30 days for the license to be processed by the Commission staff.

Applications **RECEIVED AFTER** the expiration date (December 31, 2010) are **SUBJECT TO LATE FILING FEES.**

Applications that are incomplete and/or irregular will be returned "**VOID**".

If you have any questions, please contact Valarie Ashley or Ayanna Burton by e-mail at [vmashley@lmvc.la.gov](mailto:vmashley@lmvc.la.gov) or [acburton@lmvc.la.gov](mailto:acburton@lmvc.la.gov).

Pursuant to the Americans with Disabilities Act, assistance will be provided in completing any form required by the LMVC.



**LOUISIANA MOTOR VEHICLE COMMISSION  
2011 RENEWAL APPLICATION  
FOR LICENSE AS A  
CONVERTER OR SECONDARY MANUFACTURER**

FOR OFFICIAL USE ONLY

License # \_\_\_\_\_

Date Issued \_\_\_\_\_

Deposit Date \_\_\_\_\_

Check # \_\_\_\_\_

Check Amount \$ \_\_\_\_\_

**RETURN THIS DOCUMENT AND REQUIRED DATA LISTED ON THE INSTRUCTION SHEET TO THE:  
LOUISIANA MOTOR VEHICLE COMMISSION  
3519 12TH STREET, METAIRIE, LOUISIANA 70002  
PHONE: (504) 838-5207 ♦ FAX: (504) 838-5416 ♦ WWW.LMVC.LA.GOV**

**FEE \$500.00**

Name of Applicant				Current License No.	
Trade Name (DBA) of Applicant					
Physical Address of Applicant		City	State	Zip Code	
P.O. Box/Drawer of Applicant		City	State	Zip Code	
Phone Number of Applicant	Fax Number of Applicant	Toll Free Number of Applicant	Web Site of Applicant	E-Mail Address of Applicant	
Name of Registered Agent for Service of Process in Louisiana					
Address of Registered Agent for Service of Process in Louisiana					
City			State <b>Louisiana</b>	Zip Code	
List all Stockholders, Members, or Partners and Their Percentage of Ownership (If Needed, use additional paper)	Name		Title		Percentage of Ownership
<b>Makes and Models of Specialty Vehicle(s) to be Remanufactured</b> {If needed, use additional paper}					
<p><b>Attach a list of Specialty Vehicle Dealers doing business in the state of Louisiana.</b></p>					
<b><u>CERTIFICATION BY APPLICANT</u></b> <i>I have read the foregoing application and I know the contents thereof. All matters and things therein set forth are true under penalty of perjury. I agree to conform to any law relating to the sale, lease or rental, distribution, or financing of motor vehicles and the rules and regulations promulgated by the Louisiana Motor Vehicle Commission.</i>					
Signature			Title		
Print Name			Date		
<p><b><i>A Resolution of the Board of Directors of the Corporation or of the members of the Partnership, Trust, Limited Partnership, Limited Liability Partnership, or Limited Liability Company authorizing the person signing above to execute this application</i></b>  <b><i>MUST be attached.</i></b></p>					