

Ouachita Parish Police Jury

P. O. Box 3007, Monroe, LA 71210
Phone (318) 327-1340 Fax (318) 327-1339

Instructions for Obtaining an Occupational License

The Enclosed application must be completed and returned with the following:

- **Corporation, L.L.C or L.L.P.**, application shall contain the following information:
 - (1) Name
 - (2) Address
 - (3) Copy of articles of organization
 - (4) Name, address, telephone number, social security number, date of birth, driver's license number of each officer
- **Partnership:** furnish name, home address, home telephone number, social security number, date of birth, and driver's license number for each partner.
- **Contractors:** furnish a copy of your state contractor license and proof of insurance
- **Non-Profit organizations,** application shall contain the following information:
 - (1) Name
 - (2) Address
 - (3) Copy of articles of organization
 - (4) Name, address, telephone number, social security number, date of birth, driver's license number of each officer
 - (5) Copy of your 501(C) 3 exemption certificate under the Federal Internal Revenue Code
 - (6) Copy of your exemption certificate from Louisiana Department of Revenue

\$50.00 FEE FOR A NEW LICENSE. PAYMENT MAY BE MADE WITH CHECK OR MONEY ORDER. CASH IS ACCEPTED IF PAYING IN PERSON WITH PROPER CHANGE.

Please call our office if you have questions, (318) 327-1340.