

# 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.