

# Ouachita Parish Police Jury

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

## **Instructions for Obtaining a Peddler's License**

- Complete the application for a Peddler's License and have it notarized (include each person that will be handling sales on the application).
- If the business is a Corporation, LLC or LLP, please furnish a copy of your articles of incorporation.
- Must have a notarized agreement with the property owner (include name, address, & phone number).
- Furnish a copy of registration and proof of insurance to each vehicle and/or trailer.
- Apply for Local and State Sales Tax ID numbers.
- Fee is \$50.00 per location

If you should have any questions, please call (318) 327-1340.

Return the completed application to our office at the Ouachita Parish Courthouse, 301 South Grand St. 2<sup>nd</sup> floor, Suite 201, Monroe, LA 71201.

**KEEP A COPY OF YOUR PEDDLER'S LICENSE IN YOUR VEHICLE AT ALL TIMES.**