



LOUISIANA DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF MOTOR VEHICLES

**Section:** IV Motor Vehicle Registration Requirements  
**Number:** 2.00

**Effective:** 05/01/1996  
**Revised:** 01/23/2019

**BASIC REQUIREMENTS FOR OBTAINING A CERTIFICATE OF TITLE**

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**POLICY:**

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To view Louisiana Statutes: <http://www.legis.state.la.us/>

**AUTHORITY**

**R.S. 32:707**

**R.S. 47:501(C)(1)(2)**

**R.S. 47:513.2**

**DEFINITION**

A certificate of title is the official negotiable document of ownership for motor vehicles.

**REQUIREMENTS**

A completed vehicle application form (DPSMV 1799) is required on all transactions in which a title will be generated (including Electronic Lien Title transactions).

**New Previously Unregistered Vehicles**

- A completed vehicle application form (DPSMV 1799).
- Manufacturer's Statement of Origin
  - Must be assigned before a notary by the licensed dealer to the applicant.
  - An authorized agent of a federally insured financial institution may witness assignment instead of a notary when:
    - the seller is present.
    - a lien is being recorded at the time ownership is transferred.
    - a designation of authorized officers on letterhead of the federally insured financial institution is provided as either an original document or a photocopy.
- If the dealer selling the vehicle is located in a state that does not require notarization, the file will be accepted without the MSO or invoice being notarized.
- The make of a manufactured home will be accepted as indicated by the dealer or lien holder on the DPSMV 1799 form.
- Original itemized invoice from dealer to purchaser, showing complete description (make, year, model, and vehicle identification number) of the vehicle sold, vehicle traded-in (if any), and the dealer's current permit number. If either the invoice or statement of origin is notarized, the file will be acceptable. However, the invoice must be notarized if a tax credit is shown. Exception: if the state is a non-notary state, then the invoice is not required to be notarized.
  - The itemized invoice submitted must be the original. If the original is lost and the bill of sale is from a notary state, a certified true copy can be accepted.
  - A carbon copy of a bill of sale can be accepted if being submitted from a state that does not require notarization.
- Properly completed and signed odometer disclosure statement.
- Original or copy of properly completed UCC-1 form (financing statement), or other security agreement, if a lien is to be recorded.

- All files with a date of sale on or after August 1, 2012, must include a copy of each vehicle owner's current and valid photo identification. The photo identification provided should be a copy of the driver's license or identification card issued by this state or another state. If an acceptable form of identification cannot be provided, a title will be issued however a plate will not be issued until identification is shown.
- All walk in files with a date of sale on or after January 22, 2019 with an out of state driver's license or identification card must contain a copy of both front and back of the identification.
- All dealer files with a date of sale on or after February 1, 2019 with an out of state driver's license or identification card must contain a copy of both front and back of the identification.

### **Transfer of a Used Vehicle/Louisiana Title**

- A completed vehicle application form (DPSMV 1799).
- "Current" certificate of title assigned before a notary by seller to purchaser, with the properly released lien, if applicable. If the bill of sale, invoice, or title is notarized, the file will be acceptable
  - If the vehicle is less than ten (10) years old and the back of the title does not contain an odometer disclosure statement, a supplemental odometer statement must be submitted.
  - An authorized agent of a federally insured financial institution may witness assignment instead of a notary when:
    - the seller is present.
    - a lien is being recorded at the time ownership is transferred.
    - a designation of authorized officers on letterhead of the federally insured financial institution (or otherwise identifying the financial institution) is provided as either an original document or a photocopy.
  - Act of Donation must be notarized.
- Original notarized bill of sale or invoice specifying the actual consideration involved and full description of vehicle. If an invoice from a dealer is submitted, the full description of the trade-in vehicle (if any), and the dealer's current permit number. If the bill of sale, invoice, or title is notarized, the file will be acceptable. If a tax credit is shown on an invoice, the invoice must be notarized. **Exception:** if the state is a non-notary state, then the invoice is not required to be notarized. A separate bill of sale is not required if the selling price is included on a title with a notarized assignment.
  - The itemized invoice submitted must be the original. If the original is lost and the bill of sale is from a notary state, a certified true copy can be accepted.
  - A carbon copy of a bill of sale can be accepted if being submitted from a state that does not require notarization.
- Original or copy of properly completed UCC-1 form (financing statement) or other security agreement, if a lien is to be recorded.
- Proof of liability insurance coverage as required by law, unless the vehicle was purchased from a dealer.
- All files with a date of sale on or after August 1, 2012, must include a copy of each vehicle owner's current and valid photo identification. The photo identification provided should be a driver's license or identification card issued by this state or another state. If an acceptable form of identification cannot be provided, a title will be issued however a plate will not be issued until identification is shown.
- All walk in files with a date of sale on or after January 22, 2019 with an out of state driver's license or identification card must contain a copy of both front and back of the identification.
- All dealer files with a date of sale on or after February 1, 2019 with an out of state driver's license or identification card must contain a copy of both front and back of the identification.

### **Transfer of a Used Vehicle/Out-of-State Title**

Same requirements as listed above plus the following documentation:

- If the documents were notarized out-of-state, the file will be acceptable, since it is assumed that the registered owner shown on the out-of-state title is not a resident of Louisiana. Several states do not require notarization of all or some title transfer documents. If an un-notarized bill of sale is received but the assignment of title from the registered owner is notarized out-of-state, this will suffice as proof of non-residency of the seller. If neither the bill of sale or assignment of the title is notarized, a notarized affidavit is required from the registered owner indicating that he is not a resident of Louisiana. The affidavit MUST include the out-of-state address. If the documents submitted were notarized in Louisiana, it is assumed that the registered owner shown on the out-of-state title has become a resident of Louisiana and must pay use tax. A "double transfer" will be processed and tax are due on both transactions. An affidavit of non-residency or a copy of the seller's out of state driver's license/identification card will be accepted as proof of residency.
- Exemptions from this procedure will be acceptable if:
  - the registered owner listed on the out-of-state title provides a notarized affidavit of non-residency in Louisiana and states his true out-of-state address; or
  - the registered owner listed on the out-of-state title presents his out-of-state driver's license.
  - an international driver's license shall not be accepted as proof of out-of-state residency.
- If the vehicle is less than ten (10) years old and the back of the out-of-state title does not contain an odometer disclosure statement, a supplemental odometer statement must be submitted.
- If a dealer acquires a vehicle with an out-of-state title for resale purposes, an affidavit to this effect is required from the dealer.
- An out-of-state title indicating alternate ownership may be transferred with one of the titled owner's signatures if only one signature is required by that jurisdiction.
- All files with a date of sale on or after August 1, 2012, must include a copy of each vehicle owner's current and valid photo identification. The photo identification provided should be a copy of the driver's license or identification card issued by this state or another state. If an acceptable form of identification cannot be provided, a title will be issued however a plate will not be issued until identification is shown.
- All walk in files with a date of sale on or after January 22, 2019 with an out of state driver's license or identification card must contain a copy of both front and back of the identification.
- All dealer files with a date of sale on or after February 1, 2019 with an out of state driver's license or identification card must contain a copy of both front and back of the identification.

**Note:**

- An out-of-state title with the brand of "Bonded Title" or "Bonded Vehicle Title" cannot be accepted for any type of title in this state.
- Any person who is a new resident of Louisiana shall apply for a title and/or registration for each motor vehicle he owns and operates on the public streets of Louisiana within thirty days of the date he establishes residency. The date a person establishes residency shall be the date he/she is issued a Louisiana driver's license.

**FEES**

- Title fee
- Handling fee
- License plate fee
- Mortgage recordation fee
- Sales/use tax

**Fleet purchasers with fleets over 8,000**

A fleet purchaser of motor vehicles with an inventory of over eight thousand vehicles, upon approval, may make application for initial issuance of a title without production of a certificate of origin or

original bill of sale, provided the certification of origin and original bill of sale is remitted within sixty days following the date of the initial title transaction.

The following must be submitted prior to being approved:

- Written request, on company letterhead, must be submitted to the Office of Motor Vehicles, P.O. Box 64886, Baton Rouge, La 70896
  - Written request must be:
    - signed by an authorized agent;
    - Acknowledge that the original certificate of origin and original bill of sale must be submitted within sixty (60) days from the date of the initial title transaction.
- Proof of fleet size must be submitted prior to approval being granted:
  - acceptable documents proving the size of the fleet is 8,000 or greater:
    - A system generated report from the applicant's fleet management system indicating the number of vehicles contained in the fleet at the time the request for approval is submitted.
  - Acknowledgement signed by a company representative indicating the size of the fleet at the time the request for approval is submitted and that, in the case of an audit, proof of the vehicles contained in the fleet at the time of application can be provided.

Upon receipt of approval:

- All documents required in order to process a transfer of ownership for a previously unregistered vehicle must be submitted with the exception of the certificate of origin and original bill of sale. In lieu of a certificate of origin, a copy of the vehicle information from the fleet purchaser's system shall be submitted and will be accepted as the primary document for the initial title transaction. In lieu of the original bill of sale, a spreadsheet from the fleet purchaser's system shall be submitted and will be accepted.
- A copy of the vehicle information from purchaser's fleet management system should include: Year, Make, Model, VIN, Vehicle Weight (if applicable), and Color.
- The certificate of origin and original bill of sale shall be provided within sixty (60) days from the date of the initial title transaction. Failure to provide the certificate of origin and original bill of sale:
  - will result in a hold being placed on the title and registration.
  - may result in a rescission of approval.

Within sixty days from the date of the initial transaction, each certificate of origin and bill of sale not submitted with the original title transaction, must be sent to Document Management for imaging:

Louisiana Office of Motor Vehicles  
Document Management Unit  
P.O. Box 64886  
Baton Rouge, La 70896

## **RELATED POLICIES**

### SECTION IV

- 2.03 [Completion Of Vehicle Application](#)
- 7.00 [Open Titles](#)
- 47.00 [Sales Tax On Vehicle Transfers](#)
- 52.00 [Act Of Donation /Manual Gift](#)
- 69.00 [Fees](#)
- 80.00 [Required Odometer Statements](#)

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**NOTE:**

- In lieu of the affidavit of non-residency or a copy of the seller's OOS DL/ID card, the MVCA can indicate on the file (if verified) that the seller does not possess a Louisiana driver's license or ID card.
- Act 110 of the 2015 Regular Legislative Session limits who is authorized to collect registration taxes. The Act states the following: *“The commissioner may establish a system of public license tag agents to collect the registration license taxes authorized by this Chapter. The system shall consist of municipal and parish governing authorities or new motor vehicle dealers or their agents licensed pursuant to the provisions of R.S. 32:1254 and authorized auto title companies pursuant to the provisions of R.S. 32:735 et seq. No persons, natural or juridical, except public license tag agents, auto title companies, financial institutions, licensed new or used car dealers, recreational product dealers, state departments, offices, or entities and those included in the system established pursuant to this Section shall collect registration license taxes authorized by this Chapter.”*
- Therefore, effective July 1, 2015, no one other than the exceptions listed above are allowed to collect registration license taxes and present to OMV or a PTA for processing. Any registration license taxes collected prior to July 1, 2015 may still be presented for processing if the paperwork contains a notary stamp date prior to July 1, 2015.

**Designation of Authorized Officer**

If ownership is being transferred and a lien is being recorded, a seller's signature can be witnessed by an authorized party of a federally insured financial institution if the corresponding acknowledgement is attached. The acknowledgement must be on letter head and contain the verbiage below:

**Name of Financial Institution  
Address  
(or financial institution's letterhead)**

Date

**Designation of Authorized Officer(s)**  
R.S. 32:702; R.S. 32:705(B); R.S. 34:852.1 et seq.

[Name of financial institution], a federally insured financial institution operating in Louisiana, hereby designates each of the following listed persons as Authorized Officers of the institution for the purpose of said Authorized Officer's verifying the identity of a seller of a titled motor vehicle, titled vehicle, vessel, or outboard motor, and attesting to the seller's signature on the assignment of title on a Louisiana certificate of title issued by the Louisiana Department of Public Safety and Corrections, Office of Motor Vehicles, or the Louisiana Department of Wildlife and Fisheries, all in accordance with the provisions of R. S. 32:705(B) or R.S. 34:852.6.

A photocopy or facsimile of this designation shall be an acceptable substitute for the original of this document.

(List of names and job titles of each Authorized Officer)

Sincerely,

(Signature)  
Name of officer  
Job Title  
Phone number  
Email address

### **Field Services and Public Tag Agents**

- If an applicant applies in person and a photo image exist under the Photo Retrieve Program and the applicant can be clearly identified, it is not necessary to include a copy of the photo driver's license or identification card with the file. The employee must note that ID was verified on the vehicle application.
- If an applicant provides a military identification, make the notation on the file. Do not make a copy of this document.
- If an acceptable DL or ID cannot be shown the vehicle must be titled with a "NONE". When acceptable proof is shown a TT51 can be issued and the ID/DL number must be entered into the DL field.

### **Transfer of a Used Vehicle**

- If presented, a copy of the out-of-state driver's license must be included with the file.
- Although the required documents and fees for obtaining a title in normal situations are outlined, it is important to note that some deviations from, or exceptions to these normal transactions may occur. Specific policies devoted to these deviations must be referred to for proper procedures.

### **Domicile Code**

See Section IV Policy 47.00

- If the customer disagrees with the amount of tax owed according to TaxWatch, he should be advised to contact the taxing authority to obtain written verification of the correct tax information.

Prior to processing a title transaction the operator should verify and utilize the make code indicated in the Office of Motor Vehicles make and model code book.

### **Dation en Paiement**

By definition, this legal term means "giving something (other than a sum of money) in payment of a debt". The Office of Motor Vehicles is concerned if the giving of a vehicle is to cancel a recorded lien, mortgage or some other type of debt and the registration thereafter. One situation could be defined as a voluntary surrender of a vehicle. In the case of a voluntary surrender, only if the recipient who has his mortgage recorded on a Louisiana title) keeps the vehicle for this personal use would be he required to apply for a title and pay use tax. If the recipient is someone other than a licensed dealer, he will be required to apply for a title and pay tax on the amount of the debt cancelled.

Note: Titles with alterations or erasures of the sales price or purchase date will not be acceptable without providing an affidavit of correction. The affidavit must also indicate the correct sales price or date of sale (whichever was altered).