



LOUISIANA DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF MOTOR VEHICLES

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

**Effective:** 05/01/1996  
**Revised:** 01/22/2020

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

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**POLICY:**

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**AUTHORITY**

R.S. 32:707

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

R.S. 47:513.2

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

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

**REQUIREMENTS**

**New, Previously Unregistered Vehicles**

- A completed Vehicle Application Form (DPSMV 1799) is required on all transaction in which a title will be generated (including Electronic Lien Title transactions).
- 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.
- 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. 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](#)) is required on all transaction in which a title will be generated (including Electronic Lien Title transactions).
- "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 must be indicated.
  - It is only necessary to notarize the bill of sale, invoice, or title. However, if a trade vehicle is listed on the bill of sale, it must be notarized.
  - 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.
  - If the vehicle sale occurs in a state with a notarial requirement, the itemized invoice submitted must be the original and notarized. If the original is lost, 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.
- If the vehicle is to be issued a plate, proof of liability insurance coverage as required by law must be submitted 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.
  - Vehicle transfers with a date of sale on or after January 22, 2019 and for which an out of state driver's license or identification card is presented shall not be accepted unless a copy of the front and back of the credential is provided.

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

- Same requirements as listed above plus the following documentation:
- Several States do not require notarization at the time a transfer of ownership is completed. This may apply to all or part of the required documents.
  - If the required 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.
  - 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 nor assignment of the title is notarized and the previous owner did not submit a copy of his/her out of state license or identification card, 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, and the previous owner did not submit a copy of an out of state license or identification card, affidavit of non-residency or it cannot be determined from official Department records, 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 will be assessed on both transactions.

**NOTE:** 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 and is requesting a Louisiana title be issued for resale purposes, an affidavit to this effect is required from the dealer. A license plate shall not be issued to a vehicle being titled "for resale purposes" until such time sales tax has been paid.
- 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 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.
  - Vehicle transfers with a date of sale on or after January 22, 2019 and for which an out of state driver's license or identification card is presented shall not be accepted unless a copy of the front and back of the credential is provided.

### **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, if applicable
- 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;
    - Acknowledged 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 to:

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