



Louisiana Department of Public Safety  
Office of Motor Vehicles  
**Policy 9.00 Installment Agreement/Promissory  
Note/Garnishment**

**Section:** 3. Safety Responsibility Laws

**Effective Date:** 06/17/1998

**Revised Date:** 08/21/2009

**Authority:**

[R.S. 32:873\(6\)](#)

[R.S. 32:874 A\(3\)](#)

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

**General:**

- An installment agreement/promissory note is a written agreement whereby an individual has agreed to make monthly installment payments until all damages, property and/or medical have been paid in full.
- A motion of garnishment is a court ordered document whereby a specified sum is automatically deducted from wages to satisfy a creditor, or in the case of accidents, to satisfy property and/or medical damages resulting from the accident.

**Requirements:**

- Completion of the Installment Agreement Form [DPSMV3023](#) to include:
  - Total amount owed, and terms of agreement.
  - Agreement portion must be signed \*and dated by the person agreeing to pay.
  - Acceptance portion must be signed \*and dated by the person who is receiving the money
  - Promissory note must include the amount and terms of the agreement, and must be signed by the party making the payments. A letter indicating acceptance must accompany the agreement.
  - Signature of two witnesses in the agreement portion and in the acceptance portion, or notarized.