



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 38.00 Black & White Photo Requests

Section: 1. Issuance of Driver's License

Effective Date: 03/03/1993

Revised Date: 03/15/2012

Authority:

[R.S. 32:412.1](#)

[R.S. 44:1 \(A\)\(2\)](#)

Title 18, §2721 through 2725

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

Definition: A **black & white photo** is a copy of the actual Louisiana operator's license or identification card.

General:

- Louisiana law provides that certain information is a matter of public record and therefore available to the public.
- All requests must meet the guidelines set forth in federal law in order to release personal information.
- Louisiana law also provides that the Office of Motor Vehicles may charge a handling fee of \$8.00 for each request.
- Photographs taken under the digital system will be available for 10 years.

Requirements:

- Completed form [DPSMV 2109](#) or a request completed on company letterhead must be submitted.
- Private Investigators must submit a photocopy of their current private investigator's license with each request.
- Other information may be required depending upon the nature of the request.
- Requests for photographs that are received by 11:00 a.m. will be processed and ready for pick-up or they will be mailed the following day at 11:00 a.m.
- Anytime more than five (5) photos are requested at one time, same day service cannot be expected.
- If a photograph is unavailable, a letter of unavailability will be returned indicating "NPA" (no photograph is available).
- One (1) black and white copy will be processed for each request. ONLY State Police will receive two (2) copies, when requested.
- Fees must be received before the photographs can be released.
- Photographs will be held for 30 days only.

- After 30 days the photograph will be destroyed and a new request must be processed.
- **Law Enforcement Agencies**
 - All requests should be faxed on a completed DPSSMV2109 or agency letterhead to (225) 925-4256 at Headquarters Services. (See instructions for completing the form at the end of this policy).
- **State Agencies:**
 - May request black and white photographs needed for the normal scope of their business.
 - Are exempt from the disclosure status on records.
 - Enforcement offices of state agencies are exempt from the \$8.00 fee.
 - Agencies requesting the photographs for unrelated enforcement reasons must pay the \$8.00 fee.
- **Private Investigators**
 - Information is available to private investigators in three circumstances only.
 - When conducting investigations for attorneys who are in litigation or litigation is pending.
 - A request on the attorney's letterhead must be submitted, citing the case on which the investigation is being conducted.
 - The letter should also contain the information on the photograph being requested and authorize the private investigator to obtain the information for the attorney.
 - When conducting investigations for insurance companies who are investigating claims or when investigating fraud.
 - A request on the insurance company's letterhead must be submitted citing the claim number or case on which the investigation is being conducted.
 - This letter must contain the information being requested and authorize the private investigator to obtain the information for the insurance company.
 - When permission has been granted by the applicant authorizing release of their information to the investigator.
 - A specific letter of permission must be submitted containing the signature of the applicant.
- **Note:** Any private investigator licensed by the Louisiana Board of Private Security Examiners that requests black and white photo copies for a subject's driver's license or identification card, is required to pay an \$8.00 fee per photo for the information.
- Payment may be made with a company check.
- Personal checks **will not be accepted.**

Fees:

- \$8.00 fee for each unrelated law enforcement request.
- When fees are due, the second request must be pre-paid.