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**
  o All requests should be faxed on a completed DPSMV2109 or agency letterhead to (225) 925-4256 at Headquarters Services. (See instructions for completing the form at the end of this policy).

• **State Agencies:**
  o May request black and white photographs needed for the normal scope of their business.
  o Are exempt from the disclosure status on records.
  o Enforcement offices of state agencies are exempt from the $8.00 fee.
  o Agencies requesting the photographs for unrelated enforcement reasons must pay the $8.00 fee.

• **Private Investigators**
  o Information is available to private investigators in three circumstances only.
  o 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.
  o 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.
  o 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.