Section: 4. Motor Vehicle Registration Requirements

Effective Date: 06/28/2013
Revised Date: 09/12/2018

Authority:
Administrative
R.S. 32:707
To view Louisiana statutes: http://www.legis.state.la.us/

Definition:
- The Vehicle Application Form (DPSMV 1799) is required on all transactions in which a title will be either immediately or ultimately generated, including Electronic Lien Title transactions. This form is also required on any transaction to replace a lost license plate or sticker, a plate conversion, a transfer of a license plate, and any change of address.

Requirements:
- Requirements for Completion of Vehicle Application (DPSMV 1799) on Title Transactions:
  - Mandatory Fields to be completed:
    - VIN
    - Make
    - Body
    - Year
    - Mileage
    - Model/Weight (mandatory for trucks)
    - Name of Owner
    - Driver’s License/ID or EIN [of owner]
    - Name of Joint Owner (if applicable)
    - Driver’s License/ID or EIN [of joint owner if applicable]
    - Residence Address (business location if for commercial purposes)
    - City
    - Parish
    - State/ZIP
    - Domicile Code
    - NEW/USED
    - Date Acquired
    - Tax Date
    - Signatures of owner and joint owner(s) and Date
  - Additionally, the following questions MUST be answered with a YES or NO
    - Residing within corporate limits of a municipality
    - Residing within a special tax district or ward.
Mandatory fields to be completed if applicable:
  - Dealer Code
  - Lessee/Mail-To/Domicile/Renter Information including Driver’s License/ID or EIN
  - Lien holder Information
  - Trade VIN
  - Cost of vehicle
  - Trade value
  - Rebate
  - Taxable Value
  - Any declarations/disclosures (A-G) as required by individual policies
  - Duplicate Title Affidavit - In addition to the signature and notary section the following must be complete:
    - One of the following must be completed: Lost, mutilated, or never received
    - Block indicating permission to mail title to the address indicated on the vehicle application form if the "mail-to" section of the vehicle application form indicates someone other than the owner.
  - Affidavit of Non Possession of Title by Lienholder - In addition to the signature and notary section the following must be complete:
    - Block indicating the title was never received.
    - Block indicating the title was received and surrendered to the owner.

NOTE: Vehicle Application form (DPSMV1799) was revised 01/2018 to no longer require specification of the use of a factory built home as residential or commercial.

Fields to be completed if applicable:
  - Electronic Funds Transfer (EFT) Code
  - Electronic Lien Transfer (ELT) Code

Requirements for Completion of Vehicle Application (DPSMV 1799) on Other Transactions:
  - Mandatory fields to be completed for lost plates / sticker, plate conversion / transfer applications:
    - VIN
    - Make (mandatory for trucks)
    - Body
    - Year
    - Name of Owner
    - Driver’s License/ID or EIN [of Owner]
    - Name of Joint Owner (if Applicable)
    - Driver’s License/ID or EIN [of Joint Owner if Applicable]
    - Signature of at least one owner and Date
    - Declaration Section A/B/C as applicable to transaction
    - Model/Weight Field on front of DPSMV 1799 is MANDATORY for plate conversion applications being processed for trucks
    - If a plate transfer is made as part of a title application, the requirements for completion of application on a title transfer must be used.
o Mandatory fields to be completed for any application with or for a change of address:
  - Same as above, and
  - Residence Address (Business Location if for Commercial purposes)
  - City
  - Parish
  - State/ZIP