Section: 4. Motor Vehicle Registration Requirements

Effective Date: 05/01/1986

Revised Date: 06/06/2018

Authority:
Civil Code 1543
Civil Code 1550
LA Department of Revenue

Definitions:
- A donation is an authentic act executed before a notary in the presence of two witnesses transferring the ownership of a vehicle with no monetary exchange.
- A manual gift is a transfer of property made by delivery of the thing to the donee without any other formality.

Requirements:
- Current certificate of title assigned before a notary by donor to donee. If a lien is recorded on the title, it must be properly released.
- Authentic act of donation, if applicable. Act of Donation form (DPSMV1699)
- Manual Gift of a Motor Vehicle form (DPSMV1698), if applicable.
- 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.
- Vehicle Application (DPSMV1799)
- Fees - title fee, handling fee, license plate/transfer fee, lien recordation fee (if applicable).
- Proof of current liability insurance coverage if a license plate is issued.

Notes:
- Sales/use tax is due on the following transaction:
  - Outstanding principal when assuming a mortgage unless being assumed by a spouse
- Sales/use tax is not due on the following transactions:
  - Transfer by an affidavit of heirship
  - Transfer by a divorce decree
  - Transfer by a judgment of possession
- Manual Gift: A donation of a vehicle by manual gift will be acceptable if submitted to the Office of Motor Vehicles in connection with a motor vehicle transaction by a Louisiana Motor Vehicle Commission licensee. A Manual Gift of a Motor Vehicle form (DPSMV1698) must be submitted with the file in addition to all other applicable documents indicated in the requirements section.
Related Policies:
Section 4, Policy 2.00 Basic Requirements For Obtaining A Certificate Of Title
Section 4, Policy 37.00 Transfer Of Equity Or Sale With Assumption Of Mortgage Or Security Agreement
Section 4, Policy 47.00 Sales Tax On Vehicle Transfers
Section 4, Policy 74.00 Property Settlements