

# Louisiana Auto Title Manual

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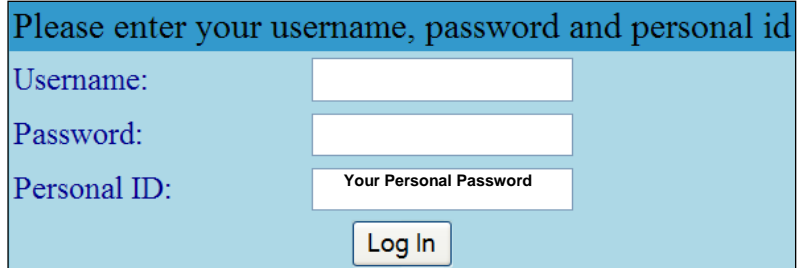
# 1 – Computer Access

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## Login

Please see your administrator to receive a Personal ID and to provide you with the account's Username & Password.

Dealertrack Registration and  
Titling Services (RTS) website:  
<https://ert.autotitle.com>

A screenshot of a login form with a light blue background. At the top, it says "Please enter your username, password and personal id". Below this are three labels: "Username:", "Password:", and "Personal ID:". Each label is followed by a text input field. The "Personal ID" field has a placeholder text "Your Personal Password". Below the input fields is a "Log In" button.

*Note: Login information is case sensitive.*

## Frequently used main menu options

### Vehicle Record Inquiry

Look up by either the vehicle VIN number (all 17 digits) or the plate number of the vehicle. If the plate is a special interest group, military, handicap, or personalized plate, the plate prefix drop down box is to be used. Choose the correct plate prefix and then enter the plate number. If the plate is a regular truck, car, commercial, motorcycle, off road decal, the plate prefix box is to be left blank.

### Forms

All the printable forms needed for the registration process, which are fillable:

- Affidavits
- Disclosure
- Vehicle Registration
- Dealer and Financial Institution Forms

### Fee Estimator

This will calculate all the fees to register a vehicle in Louisiana. Enter the required information (red\*) and click calculate. Previous State (TX) and vehicle value fields must be completed when calculating tax credit on a vehicle that has been previously registered in another state.

*Note: These fees do not include RTS fees.*

## **Trade-in Procedures**

This will list the documents, which are printable, that are required for certain situations.

## **Tax Watch**

Enter the Louisiana address and click on the submit button. As a result, the Louisiana Tax Percentage will appear.

## **Parish Taxing Authorities**

This is the site of the Louisiana Association of Tax Administrators that lists the contact information for the taxing authorities in Louisiana and some may list maps and a list of addresses for certain tax districts in their “FORMS” section. Click on the parish of which the address is in question.

## **Privacy Act Reminder**

### **Dealers**

Vehicle look-ups are limited to the vehicles that the dealership takes in as a trade or purchase, or the vehicles of customers who want to transfer their plates to a vehicle they are purchasing.

### **Lenders**

Vehicle look-ups are limited to the vehicles that the lender currently has security interest in or will have in the near future.

## 2 – Witnessing & Notarizing Documents

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Throughout the years, the number of legal repercussions concerning witnessing and notarization of documents have increased greatly in the car industry. RTS's main goal is to protect both the notary and the client from these legal repercussions concerning the registration of vehicles.

On all documents that are required for notarization, witnessing the customer's signature is vital. **The witness must actually physically see the customer sign the document.** The title clerk should not be witnessing all the required documents for registration; witnesses should be either the F&I and Sales Department or someone who has actually seen the customer sign.

*Note: Files will be rejected if they include documents that are not witnessed properly.*

The following documents must be witnessed by two people:

- All affidavits
- Limited power of attorneys
- Secure power of attorneys
- Duplicate title affidavits (VEH 1799)
- Act of donations
- The assignment by registered owner on the back of LA title

One witness will sign twice, once as the witness number 1 or 2 and once under the acknowledgment by witness.

RTS will reject files if:

- There are no witnesses
- Only one witness stated,
- The printed names of the witnesses are not stated, or
- One of the witnesses did not sign under the acknowledgement.



# – Louisiana Vehicle Application

Louisiana Department of Public Safety and Corrections									
Office of Motor Vehicles									
P.O. Box 64886, Baton Rouge, LA 70896-4886									
<b>TO AVOID REJECTION:</b> Complete all required information					ELECTRONIC FUND TRANSFER CODE				
Date Prepared					DEALER CODE				
Type of Plate CAR/COMMERCIAL/TRANSFER					VEHICLE APPLICATION				
VIN JT2457R89011R57968					Make CHEV		License No.		Exp. Date
Body 4D		Color RED		Year 2011		Mileage 38		Model/Weight For Trucks GVWR	
If vehicle is a manufactured home, is it used as a residence? <input type="checkbox"/> YES <input type="checkbox"/> NO									
Name of Owner DANIEL CASEY					Driver's License or EIN 00456789				
Name of Joint Owner (if applicable) CASEY & CASEY NPS INC DBA AUTO TITLE EXPRESS					Driver's License or EIN 888888888				
Owner's Principal Residence Address (or Business Location if Vehicle is Used for Commercial Purposes) 3939 VETERANS BLVD STE 204					Are you residing within the corporate limits of municipality? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
City METAIRIE					Parish JEFFERSON		State/Zip LA 70002		Are you residing within a special tax district or ward? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Lessee <input type="checkbox"/> Mail To <input type="checkbox"/> Domicile <input type="checkbox"/> Renter <input type="checkbox"/>					If Lessee, domicile, or renter is indicated, renewal notice should be mailed to (check one): <input type="checkbox"/> Owner <input type="checkbox"/> Lessee, renter, or domicile address				
Name DANIEL CASEY					Driver's License or EIN of Lessee or Renter				
Street PO BOX 439					Trade VIN 1ABCD23452E145788				
City METAIRIE					Parish JEFFERSON		State/Zip LA 70002		Trade License No. DEG123
<b>VEHICLE IS SUBJECT TO SECURITY AGREEMENT AS FOLLOWS:</b>									
ELECTRONIC LIEN TRANSFER CODE EABC					First Lienholder's Name ABC BANK				
					Second Lienholder's Name				
					Street				
					City/State/Zip				
					THIBODAUX LA 70301				
<input checked="" type="checkbox"/> New <input type="checkbox"/> Used		Date Acquired 5/1/11		Tax Date 5/1/11		Previous Title No.		State	
Title Fee \$18.50		Lic Pen Credit		Handling Fee \$8.00		Cost of Vehicle \$30,000.00		Less Trade \$5,000.00	
Mortgage Fee \$10.00		Tax \$1,750.00		Tow Fee		Rebate \$5,000.00		Tax Value \$20,000.00	
License Fee \$10.00		Tax Penalty		Miscellaneous Fee					
Lic Transfer Fee		Interest		Total Fees \$46.50					
License Credit		Vendor's Comp \$18.23		Total Taxes \$1,731.77					
License Penalty		Tax Credit		Grand Total \$1,778.27					
<b>BE SURE TO SIGN AND DATE</b>									
I do swear or affirm that the information contained in this document is true and correct to the best of my knowledge.									
I have and will maintain, during this registration period, vehicle liability insurance (security) required by LRS Title 32:861-865. Failure to maintain as agreed will be a violation of law which may result in criminal prosecution and/or suspension of registration privileges.									
If the vehicle being registered is defined as a commercial motor vehicle by the Federal Motor Carrier Safety Regulations and/or Federal Hazardous Material Regulations, by signature below registrant declares knowledge of those federal regulations.									
Applicant's Signature					Date				
Co-Applicant's Signature					Date				
<b>PROOF OF LIABILITY INSURANCE MUST BE FURNISHED AS PROVIDED FOR BY LAW BEFORE THIS FILE CAN BE PROCESSED.</b>									
<b>TO AVOID PENALTY AND INTEREST:</b>									
File must be submitted within 40 days from the date of purchase. For manufactured houses (mobile homes), file must be submitted by the 20th of the month following the month of delivery.									
*Tax Penalty: 5% of sales tax due for 30 days or fraction thereof (not to exceed 25%).									
*Interest: 1.25% of sales tax due for 30 days or fraction thereof (no maximum).									
<b>DUPLICATE TITLE AFFIDAVIT (Must be signed by owner and notarized.)</b>									
The certificate of title issued to me was <input type="checkbox"/> lost <input type="checkbox"/> mutilated <input type="checkbox"/> never received									
I make application for a duplicate copy of said certificate and agree to hold the Commissioner harmless if the previous title is obtained by another person.									
<input type="checkbox"/> I give the Commissioner permission to mail the title to the address on this application.									
Owner(s) Signature(s) for Duplicate Title									
Witness									
Sworn and subscribed before me this _____ day of _____, _____									
Notary Public Signature, Printed Name									
ID Number									
<b>AFFIDAVIT OF NON-POSSESSION OF TITLE BY LIENHOLDER</b>									
<b>Must be signed by lienholder and notarized.</b>									
I hereby swear or affirm that title of above described vehicle showing lien in our favor was <input type="checkbox"/> never received <input type="checkbox"/> received and surrendered to the owner.									
Lienholder's Signature									
Witness									
Sworn and subscribed before me this _____ day of _____, _____									
Notary Public Signature, Printed Name									
ID Number									
RECEIVED/REJECTION DATE(S)									

DPSMV 1795 (R0805)

## Completing the DPS OMV Form 1799 (VEH)

*Note: At the top of the VEH write the type of plate: Transfer, Handicap, Commercial, or Name of the Specialty Plate*

### Front of the VEH

- **Date Prepared:** Enter current date.
- **Type of Plate:** Enter the type of plate the customer is requesting. This could include: auto, truck, b-plate, commercial, transfer, etc. If requesting a university or military plate, be sure to specify which kind.
- **Electronic Fund Transfer Code:** Enter EFT code if dealer uses EFT.
- **Dealer Code:** Enter current dealer code.
- **Vehicle Identification Number:** Enter the serial number of vehicle.
- **Make:** Enter the make name of the manufactured vehicle.
- **Louisiana License Plate Number:** If a plate is being transferred, enter the plate number here and attach a copy of the plate or registration of plate being transferred. Otherwise, leave this field blank.
- **Exp. Date of LA License Plate:** If a plate is being transferred, enter the expiration date of the plate being transferred here. Otherwise, leave this field blank.
- **Body:** Enter the appropriate body style.
- **Color:** Enter the appropriate basic color. (Mandatory Field)
- **Year:** Enter complete model year.
- **Mileage:** Enter mileage reading on vehicle at time of sale (*Do not show tenths*).
- **Model/Weight:** Model of vehicle or weight if a truck. The GVWR or GCWR must be stated for every truck or the file will be rejected.
- **If vehicle is a manufactured home, is it used as a residence?** Check Yes or No.

- **Name of Owner:** Enter first name, middle name or initial (optional), and last name, and suffix of applicant as listed on their identification.

*Note: Legal Name: No titles or ranks will be used as prefixes or suffixes to name. Suffixes such as Jr., II, III, etc. should be used when it is part of the legal name. For more info, refer to DPS OMV Policy Section IV #5.00 Name Usage*

- **Driver's License:** Enter owner's state issued driver's license or identification number. Enter the Employer's Identification Number (EIN) if vehicle is registered to a corporation or other business entity. If not available, leave blank.
- **Name of Joint Owner (if applicable):** Enter first name, middle name or initial (optional), and last name, and suffix of applicant as listed on their identification.

*Note: Legal Name: No titles or ranks will be used as prefixes or suffixes to name. Suffixes such as Jr., II, III, etc. should be used when it is part of the legal name. For more info, refer to DPS OMV Policy Section IV #5.00 Name Usage*

- **Owner's Principal Residence Address (or Business Location if Vehicle is used for Commercial Purpose):** Enter the street address of the applicant. Do not use a P. O. Box.
- **City, Parish, State /Zip:** Enter the city, parish, state & zip code of the applicant's address.
- **Are you residing within the corporate limits of a municipality?** Answer "Yes" or "No" and check one (1) appropriate box only.
- **Are you residing within a special tax district or Ward?** Answer "Yes" or "No" and check one (1) appropriate box only. If yes, what ward or district? Enter the ward or district in which the applicant resides.
- **Domicile Code:** The domicile code reflects the tax rate of the customer.
- **Lessee, Mail-to, domicile or Renter address:** Check the appropriate box.
- **If lessee, domicile, or renter is indicated, renewal notice should be mailed to:** Check the appropriate box.
- **Name of Lessee, Mail To, Domicile or Renter:** Enter the name of the lessee, mail to, domicile or renter if applicable.

- **Street, City, Parish, State/Zip:** For Lessee, Domicile, or Renter enter the physical address including city, parish, state and zip. For Mail to enter the mailing address if different from physical address.
- **Driver's License or EIN of Lessee or Renter:** Enter the state issued Driver's license or identification number or EIN of the Lessee or Renter.
- **Trade VIN:** Enter the Vehicle Identification Number (VIN) of vehicle being traded, if applicable. If there is more than one trade, state the VIN# of each vehicle.
- **Trade License No:** Enter license plate number of the vehicle being traded, if applicable.
- **VEHICLE IS SUBJECT TO SECURITY AGREEMENT AS FOLLOWS:**

**Electronic Lien Transfer Codes**

Enter the ELT transfer code. This ensures the Lender receives an electronic lien notification alerting the lien holder their lien has been recorded.

**First Lien holder's Information**

Enter name, street and/or post office box number and zip code of the mailing address for the First Lien holder. Properly recording this information is very important. Failure to record Lien information can result in financial loss for the dealer. If lender has an ELT Code, this information must match their ELT Profile.

**Second Lien holder's Information**

If applicable, Enter name, street and/or post office box number and zip code of Second Lien holder. The LA ELT Program does not support more than one lien. An ELT Code cannot be used to record a second lien; a paper title must be issued. Properly recording this information is very important. Failure to record Lien information can result in financial loss for the dealer.

- **New or Used:** Check appropriate box.
- **Date Acquired:** Enter purchase date.
- **Tax Date:** Enter purchase date.
- **Previous Title No:** Enter the previous title number if a used vehicle.
- **State:** Enter the state in which the previous title was issued.

- **Cost of Vehicle:** Enter negotiated sale price.

As listed on the bill of sale: Selling price + Itemized Taxable Items listed = Cost of Vehicle on OMV Application (1799).

Refer to Chapter 26 on Taxes for more information and OMV Policy Section IV Number 47.00.

- **Less Trade:** Enter the gross trade amount, which must match to the Bill of Sale. If there is more than one trade, the breakdown of each trade allowance must be stated.
- **Rebate:** Enter amount of the manufacturer's rebate.
- **Tax Value:** Enter net sales price = Cost of vehicle minus trade-in and rebate.
- **LA State Fees:** Enter amount for the appropriate state fees from the Louisiana Department Public Safety Office of Motor Vehicles Policy "Section IV Motor Vehicle Registration Requirements Number 69".

- Title Fee:
- Handling Fee
- Mortgage Fee
- License Transfer Fee
- License Fee

Refer to Chapter 25 License Plate Fees, Auto License Plate Fee Chart and B Plate Fee Chart.

- Tax

LA State & Municipalities sales tax percent can be found on the RTS NPS, Inc. "Louisiana Parish and Municipalities Tax Table" by using the correct Domicile Code or by using Tax Watch.

- Tow Fee
- Tax Penalty

P&I may be calculated using the Fee Estimator found on the Main Menu of the Louisiana Online Registration System (LA-OLRS). Refer to Chapter 27 on Penalties and Interest and OMV Policy Section IV Number 55.00.

- Miscellaneous Fee

Only include the fee for a duplicate registration. No other fee should be included here.

- Interest (Refer to Tax Penalty)
- Total Fees

Add up all State fees with the exception of the tax amount

- License Credit

This only applies to plate conversions. For example, an auto plate is being converted to a Saints plate. The customer will receive a credit for the remaining time left on their auto plate. This credit cannot exceed the total amount of the Special Prestige License Plate, \$3.50 Administration Fee (if applicable), and \$8.00 State Handling Fee. For example, the plate credit cannot exceed \$61.50 (\$50.00 + \$3.50 + \$8.00) when converting to a Saints Plate.

- Vendor's Comp

If the file is received by our office on the 39<sup>th</sup> day from the date of sale, vendor compensation (Comp) is applied. State Vendor's Comp is .935% of state sales tax collected. Parish Vendor's Comp varies – refer to the Louisiana Parish & Municipality Tax Chart.

- Total Taxes State and Parish Tax
- License Penalty

A fee applied for late renewals

- Tax Credit

If a customer is registering a vehicle coming from another state where taxes were previously paid and registering the vehicle now in LA, the customer receives a tax credit. For more information refer to Chapter 20 on Out of State Tax Credit.

- Grand Total

All State Fees and Sales Tax

- **DUPLICATE TITLE AFFIDAVIT**

Check the appropriate box, signature of applicant, and notarization is required. In order for RTS to notarize, two dealership representatives must witness the document. Refer to Chapter 16 on Duplicate Titles for more information.

- **AFFIDAVIT OF NON-POSSESSION OF TITLE BY LIEN HOLDER**

Complete when the lienholder is applying for the duplicate title. Must be signed by lien holder and notarized. The title must be a paper title record, not an electronic lien record. Refer to Chapter 16 on Duplicate Titles for more information.

- **BE SURE TO SIGN AND DATE**

Both the applicant and co-applicant must sign and date the VEH.

If the application is in both individual and a company's name, the customer must sign twice. – Once for themselves and once as the representative of the company. The representative's name must be printed along with their position held with the company.

- **PROOF OF LIABILITY INSURANCE MUST BE FURNISHED AS PROVIDED FOR BY LAW BEFORE THIS FILE CAN BE PROCESSED.**

Applicant must provide proof of liability insurance to the dealership. Proof of Insurance must be submitted to RTS if the deal is a transfer ownership from individual to individual and the dealership is *not* the seller.

- **TO AVOID PENALTY AND INTEREST**

File must be submitted within 40 days from date of purchase. For manufactured houses (mobile homes), file must be submitted by the 20<sup>th</sup> day of the month following the month of delivery. Tax Penalty: 5% of sales tax due for 30 days or fraction thereof (not to exceed 25%). Interest: 1.25% of sales tax due for 30 days or fraction thereof (no maximum).

The term within 40 days means the file must be submitted to RTS or OMV on or before **day 39**. **Refer to Chapter 27 on Penalty & Interest for more details.**

*Note: failure to submit and pay fees on time may result in a substantial financial expense for the dealership or financial institution.*

- **Received/Rejection Date(s)**

RTS or OMV will enter these dates when the file was received and rejected.

- **Received Date**

Each file that is either dropped off or picked up by RTS is stamped with the current date. This date determines whether or not penalties and interest will apply. If RTS is closed on the 39<sup>th</sup> day, the last open business day will be the received date. The received date is also the lien recordation date. If the file has been submitted multiple times, the last received date is the lien recordation date.

- **Rejection Date**

Only **One** 30 day extension is permitted per file. The file can be rejected multiple times. However, the 30 day extension starts from the first rejection date. If the file is received prior to or on the 30<sup>th</sup> day, the first received date is entered as the received (effective) date.

## **Back of the VEH**

Sections A through G are located on the back of the VEH.

### **Section A - CONVERSION:**

This section must be completed when the applicant is converting from one type of plate to another. Enter the Old License Plate Number, Use and Weight on the form as requested. The old license plate must be submitted with the paperwork.

### **Section B - TRANSFER OF PLATE:**

This section must be completed when the applicant is transferring an existing plate from a trade/different vehicle. Enter the License plate number and the vehicle information from which the license plate is being transferred. A copy of the plate being transferred or registration must be submitted with the paperwork. The plate must be registered in the customer's name.

### **Section C - LOST, STOLEN, OR REPLACEMENT:**

Complete this section when a plate or sticker has been lost, stolen or is being replaced. Check the appropriate box and enter the License Plate Number.

### **Section D - TITLE CORRECTION:**

Use this section to make title corrections. Enter the error to be corrected and the correct information as requested. Call RTS when a title correction is needed for assistance.

### **Section E - FARM USE STATEMENT:**

This section must be completed to obtain a farm plate. The customer must sign it, and the weight of the plate must be stated on the VEH.

- Light Farm truck- 10,000 lbs. and under
- Farm Truck – 10,001 lbs. and over

**Section F - OUT OF STATE DECLARATION:**

This section is **required to be completed for every “Coming into Louisiana” file.**

This type of file includes vehicles being brought into Louisiana for both situations: trade credit purposes or when a plate is being issued. The owner's name, vehicle description, and date the vehicle was brought into Louisiana must be completed. **This date is the tax date. The tax date determines when penalties and interest will be accessed.**

**Section G - DISCLOSURE SALVAGED/RECONSTRUCTED/WATER DAMAGED/HAIL DAMAGED VEHICLE:**

Complete this section when a title is being issued for a vehicle that has already been branded for any of the reasons indicated above. The appropriate box must be checked, the owner's name, and vehicle description must be stated. The Transferee (Buyer) must sign and date. This section can **NOT** be used to place a brand on the title. The 'Application for a Salvage-Reconstructed Motor Vehicle' must be used.

## 4 – New Car Deal Required Documentation

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The following documents are required to title a new vehicle with the state of Louisiana:

A copy of the customer(s)'s state issued valid driver's license or identification or U.S. military issued identification must be included within the file.

*Note: This requirement is for individuals only, and is not required if vehicle is being registered to a company.*

### Documents Needed To Register a New Car

**Vehicle OMV Application (VEH 1799)** stating the vehicle, customer(s), and lien holder information and signed by the customer (s).

- Make sure to include the customer(s) state issued driver's license or identification number or if a company, their federal identification number.
- If the lender has an ELT Code, this code must be stated in the box "Electronic Lien Transfer Code" located to the left of the lien holder information.

**Certificate of Origin** signed by the seller (dealer representative) for each completed assignment.

- If the seller is located within a State that requires notarization, the assignment must be notarized.
- The mileage must also be stated on each assignment and make sure it is in ascending order.

**Bill of Sale/Invoice** signed by the seller and notarized.

The following information must be stated:

- Owner(s) name and address
- Vehicle description (VIN#, Make, Year, Model, and Body Style)
- Cost of Vehicle
- Any taxable items which are not included in the cost of vehicle
- Rebate, if applicable

- Trade Amount, if applicable – If there is more than one trade, the breakdown of each trade amount must be listed.
- Trade vehicle description
- Dealer's Name and Address
- Dealer's current permit number

**Odometer Statement** signed by both buyer and seller with printed names under their signatures.

- If an error occurred with the mileage, a new odometer statement is required.

#### **All necessary Affidavits.**

**Copy of the Personalized / Special / Handicap license plate to request plate transfer, if applicable.**

- A copy of the registration or a RTS Plate/VIN Inquiry Printout (located on the Main Menu on the LA-OLRS website) for the specialized plate
- In order to transfer the plate the customer must be stated on the registration. Please note there are exceptions to this policy for some types of special plates: personalized and handicap. Refer to Section E of Chapter 25.

#### **Proof of trade**

- Proof may include a copy of the title, registration, or a RTS Plate/VIN Inquiry Printout located on the Main Menu on the LA-OLRS website.

#### **Copy of Security Agreement signed by the customer or UCC1**

- This is only needed if a lien is being recorded to the vehicle record.
- According to Louisiana Department of Public Safety Office of Motor Vehicles, the dealer representative is required to sign the contract assignment letter or assignment section on the security agreement when assigning a different lender or using a general (LAW Form) contract. When the lien is properly assigned, the title will no longer be recalled / suspended for this infraction, protecting both the dealer and lender.
- If the dealer cannot be reached to fax a signed copy, we will then reject the file for the lien assignment not being signed by the dealer representative.

**Example:**

Seller assigns its interest in this contract, including without limitation, its rights as secured party under this contract, to (Assignee), <div>Enter Lender's Name</div> located at <div>address of assignee</div> under the terms of Seller's agreement(s) with Assignee			
<input type="checkbox"/> Assigned with recourse <input type="checkbox"/> Assigned without recourse <input type="checkbox"/> Assigned with limited recourse			
Check one of the boxes BY			
Seller		Title	
<div>Dealer Rep Signs Here</div>	<div>Dealer Rep Printed Name</div>	<div>Dealer Rep Position</div>	

## 5 – Federal Odometer Statement

Dealer Representative must sign and print their name.

Buyer (s) must sign and the buyer's name must be printed.

Mileage must be stated. This cannot be corrected.

Do not check off the two boxes below the mileage; only check the box if the odometer is broken or has exceeded mechanical limits. Do not check the boxes if the vehicle is new (This CANNOT be corrected)

ODOMETER DISCLOSURE STATEMENT		
Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.		
I, _____, state that the odometer now		
reads _____ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.		
<input type="checkbox"/>	(1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.	
<input type="checkbox"/>	(2) I hereby certify that the odometer reading is NOT the actual mileage.	
WARNING — ODOMETER DISCREPANCY.		
MAKE _____		
MODEL _____		BODY TYPE _____
VEHICLE IDENTIFICATION NUMBER _____		
YEAR _____		
SELLER/TRANSFEROR'S NAME _____ (PRINTED NAME)		
TRANSFEROR'S ADDRESS (STREET) _____		
(CITY) _____ (STATE) _____ (ZIP CODE) _____		
TRANSFEROR'S NAME <input checked="" type="checkbox"/> _____ (SIGNATURE)		
DATE OF STATEMENT _____		
PURCHASER/TRANSFEEE'S NAME _____ (PRINTED NAME)		
TRANSFEEE'S ADDRESS (STREET) _____		
(CITY) _____ (STATE) _____ (ZIP CODE) _____		
TRANSFEEE'S NAME <input checked="" type="checkbox"/> _____ (SIGNATURE)		
_____ (PRINTED NAME)		

## 6 – Franchise Laws in Louisiana

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According to DPS OMV Policy Section IV Number 79, “a file must be rejected if a vehicle is sold by a new car dealer who is not franchised to sell that make.”

According to Revised Statute 32:1257, a motor vehicle dealership is authorized only to sell the makes, models, and classifications of motor vehicles, which are stated on the motor vehicle dealer license.

The dealership must pay sales tax and title the vehicle in their name prior to selling a new vehicle that they are not authorized to sell.

Motor Vehicle considers any vehicle with a certificate of origin to be governed by the Franchise Law.

## 7 – Leased Vehicles / Lease Exemption

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A copy of the lessee(s)'s state issued valid driver's license or identification or U.S. military issued identification must be included within the file.

*Note: This requirement is for individuals only, and is not required if vehicle is being leased to a company.*

Full tax "Exemption" is allowed on lease transactions from leasing companies with a valid Louisiana exemption number issued by the LA Department of Revenue which must be indicated on the 1310 Tax Exemption Document that is signed and completed.

### Documents Needed To Register A Lease Vehicle

**Completed and Signed Vehicle OMV Application VEH (DPSMV 1799).**

**Properly Assigned Title or MSO**

- On the back of the MSO towards the bottom, if a lien holder is stated and a lien is not on the VEH, the file will be rejected.

**Odometer Statement** signed by both buyer and seller. (If Applicable)\*

*NOTE: Dealerships CANNOT sign odometer statement for lessor. It must be signed by lessor or by lessee with Power Of Attorney.*

### 1310 - Lease Exempt Document

- Must be signed by either the Lessor, Dealer Representative or Lessee (with Limited POA)
- Required to use the same address that is on file with the state that is used for the tax exemption number.
- Valid Tax Exemption Number with LA Department of Revenue

**Bill Of Sale** Lessor information must be listed.

- If a lien holder is stated on the BOS and a lien is not listed on the VEH along with failing to submit lien documentation, the file will be rejected. This includes the words "Financed To..." or "Amount Due" to when the name does not match the lessor.

## **Power of Attorney from Lessor to Lessee**

- This may be referred to as a “Restrictive Power of Attorney”
- Make sure it is not expired. For many other states, the notary's commission is not for life like Louisiana.
- If the power of attorney appoints the lessee to execute the odometer statement only, this is acceptable. However, this power of attorney cannot be used to apply for a duplicate title.

## **Security Agreement or UCC1 If Applicable**

- If the lender is an ELT Participant, add their ELT Code to the VEH.
- If the Lessor is stated as the lien holder, the lease agreement can be submitted to record the lien, replacing the security agreement or UCC1. A fee will be charged to record the lien.

## **Miscellaneous Documents**

*Note: If the lessor does not have a current LA Tax Exemption Number, both the state and parish tax are due upon registration.*

## **General Lease Information**

Sales to companies that have current lease and exemption numbers are fully exempt from sales tax on the purchase price of the vehicle upon initial registration. (LA DPS OMV Policy 49.1). However, the customer (lessee) must pay state and local tax on each payment.

## **Cap Cost Reduction Payments**

If you have a customer that pays a cash down payment, has equity from a trade-in, or anything of value that reduces the capital cost of the vehicle on a lease, it is a cap cost reduction (CCR), which is a payment and is fully taxable. You must collect 4% tax and whatever the local tax is for the domicile of the lessee.

The law requires representatives (dealer) of motor vehicle lessors who collect payments pursuant to the terms of a motor vehicle lease to remit the state and local sales tax collected on such payments to the lessor. The lessor shall bear the ultimate responsibility for remitting the tax to the proper taxing authority

## 8 – Used Car Deal Required Documentation

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A copy of the customer(s)'s state issued valid driver's license or identification or U.S. military issued identification must be included within the file.

*Note: The following information is for individuals only, and is not required if vehicle is registered to a company.*

### Documents Needed To Register a Used Car

**Vehicle OMV Application (VEH 1799)** stating the vehicle, customer(s), and lien holder information and signed by the customer(s).

- Make sure to include the customer(s) state issued driver's license or identification number or if a company, their federal identification number.
- If the lender has an ELT Code, this code must be stated in the box "Electronic Lien Transfer Code" located to the left of the lien holder information.

**LA Used Car Title** properly assigned and signed by both buyer and seller with two witness signatures where one witness signs twice, especially on the first assignment.

- The witness signatures are only required if RTS notarizes your work. Otherwise, notarization is required for each title assignment on the back of the LA title.

**OR**

**Out of State Title** properly assigned and signed by both buyer and seller with their printed names.

- If an individual traded this vehicle to a Louisiana dealer (an individual is stated on the front of the out of state title), proof of residency is required. Either a copy of the individual's out of state address or an affidavit of residency signed by this individual is required.
- Both the Louisiana and Out of State Used Car Title must be free from all liens. If a lien is listed on the front of the title, it must be released by the lien holder with the representative signature and the date or a separate lien release document containing the vehicle and lender information along with being signed by the

lender representative must be submitted along with the title. If the lien release document is not on the lender's letterhead, it must be notarized.

**Bill of Sale/Invoice** signed by seller and notarized.

The following information must be stated:

- Owner(s) name and address
- Vehicle description (VIN#, Make, Year, Model, and Body Style)
- Cost of Vehicle
- Any taxable items which are not included in the cost of vehicle
- Rebate, if applicable
- Trade Amount, if applicable – If there is more than one trade, each trade amount must be listed.
- Trade vehicle description
- Dealer's Name and Address or Seller information (individual)
- Dealer's current permit number

**Odometer Statement on the TITLE MUST be used.**

- If the title is a non-conforming title, a separate odometer statement is needed.
- Odometer is **EXEMPT** if the year of the vehicle is **over 10 years old**.
- If an error occurs concerning the mileage on a title assignment, a separate odometer statement signed by both parties and an affidavit of error must be submitted with the file.

**All necessary Affidavits.**

**Copy of the Personalized / Special / Handicap license plate to request plate transfer, if applicable**

- A copy of the registration or a RTS Plate/VIN Inquiry Printout (located on the Main Menu on the LA-OLRS website) for the specialized plate
- In order to transfer the plate the customer must be stated on the registration. Please note there are exceptions to this policy for some types of special plates: personalized and handicap. Refer to Section E of Chapter 25.

**Original Secure POA** and/or **Limited POA** properly completed, signed, witnessed, and notarized, if applicable.

- A secure power of attorney **MUST** be used if the title is not available at the time of the trade-in. A duplicate title was applied for or the dealer is waiting for the title to come in from the lender (pay off).
- For more information on when and how to use a **Secure POA**, please refer to Chapter 11 on Secure POA.
- For more information on when and how to use a **Limited POA**, please refer to Chapter 10 of this manual.

### **Proof of trade**

- Proof may include a copy of the title, registration, or a RTS Plate/VIN Inquiry Printout located on the Main Menu on the LA-OLRS website.

### **Security Agreement** signed by the customer or a **UCC1**

- This is only needed if a lien is being recorded to the vehicle record.
- According to Louisiana Department of Public Safety Office of Motor Vehicles, the dealer representative is required to sign the contract assignment letter or assignment section on the security agreement when assigning a different lender or using a general (LAW Form) contract. When the lien is properly assigned, the title will no longer be recalled / suspended for this infraction, protecting both the dealer and lender.
- If the dealer cannot be reached to fax a signed copy, we will then reject the file for the lien assignment not being signed by the dealer representative.

## 9 – Trade WITH the Used LA Title Present

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To process a Trade with the used LA title present:

- Have customer provide something with the trade VIN# stated on it, preferably the vehicle registration.
- Look up the VIN # on RTS website – Refer to Chapter 13 for instructions.
- Are there any flags? Salvaged? Reconstructed?
- Is the customer required to sign a disclosure statement?
- Who is the owner on the registration?
- An Individual? Two Individuals? A Company?
- Does the name that is registered on the trade vehicle match the name of your customer? (Verify state issued driver's license or identification card, is this their legal name? Is a Statement of One of the Same required?)
- What documents does the customer need to sign concerning the trade vehicle? (LA title is presented)
  - Owner (s) needs to sign the back of the title (remember check identification)
  - Owner(s) must sign Limited POA
  - Sign your name and print as witness on the back of title
  - Ask coworker to sign as the second witness

# 10 – Limited Power of Attorney

Limited Power of Attorney authorizes a Representative of a Dealership or Lending Institution OR a Third Party, to act as Attorney In Fact for an individual, for the purpose of signing such things as an Application for Registration (VEH) or Duplicate Title or Correction.

## Dealerships

The Representative of the Dealership is allowed to use the Limited Power of Attorney to sign as a third party on the following transactions:

- Sign the Duplicate Title Affidavit for the customer
- Sign the VEH for customer's Duplicate Registration
- Sign the VEH for customer's Lost or Plate Conversion
- Sign the back of the title to process an Act of Donation for trade credit – make sure to appoint the representative and not the dealership

*Note: A Limited Power of Attorney cannot be used to appoint the dealership to sign for both buyer and seller or donor and donee.*

Second Version Limited POA	
Limited Power of Attorney of a Movable	
MAKE _____	MODEL _____ YEAR _____ BODY _____
VIN _____	
I, _____, hereby irrevocably appoint Dealertrack RTS-LA, LLC and/or _____ as my attorney in fact with full power and authority to sign, swear to, file and record in my name all documents necessary to register the above described vehicle, to obtain a marketable title for same or to perform any other act required to complete the transaction relating to the above described vehicle, including but not limited to appointing a substitute attorney in fact. Further, in the event the above described vehicle is returned to the seller/dealer following registration with the State of Louisiana, Department of Motor Vehicles, whether said return is a result of inability to obtain financing, or for any other reason, without limitation, buyer hereby specifically authorizes and empowers the attorney in fact designated herein to execute any and all documents required by the State of Louisiana, Department of Motor Vehicles necessary to "back out, rescind or avoid the sale of the above described vehicle and request, receive and distribute a refund to the appropriate party.	
In the event there is a trade-in vehicle, complete the following:	
MAKE _____	MODEL _____ YEAR _____ BODY _____
VIN _____	
I, _____, hereby irrevocably appoint Dealertrack RTS-LA, LLC and/or _____ as my attorney in fact with full power and authority to sign, swear to, file and record in my name all documents necessary to dispose of the above-described vehicle or to obtain marketable title for same or to perform any other act relating to the above-described vehicle	
Witness No. 1 Signature _____	Owner/Buyer Signature _____
Witness No. 1 Printed Name _____	Owner/Buyer Printed Name _____
Witness No. 2 Signature _____	Accepted: _____
Witness No. 2 Printed Name _____	Dealertrack Representative Signature/Printed Name _____
	Dealership Representative Signature/Printed Name _____
AFFIDAVIT BY WITNESS	
BEFORE ME, NOTARY, personally came and appeared on this _____ day of _____, 20____ the undersigned, who, after being duly sworn, did depose and say that he/she is a witness to the above Limited Power of Attorney, and that the signatures of the Owner/Buyer and Representative thereto are true and genuine, and affirmed thereto of their own free will in the presence of the witnesses whose names are affixed thereto.	
Witness Signature (No. 1 or No. 2) _____	Notary Public Signature _____
Witness Printed Name _____	Notary Public Printed Name _____
	Notary Public Number: _____

## Financial Institutions

The Representative of the Financial Institution is allowed to use the Limited Power of Attorney to sign as a third party on the following transaction

- Sign the Duplicate Title Affidavit for the customer
- Sign the VEH for customer's Duplicate Registration
- Sign the VEH for customer's Lost or Plate Conversion
- Sign the back of the title to process an Act of Donation for trade credit.
- Endorsing the back of a conforming title for the buyer or seller – not both

*Note: A Limited Power of Attorney cannot be used to appoint the financial institution to sign for both buyer and seller or donor and donee.*

## Third Parties

Third Party (i.e., RTS Rep) is allowed to use the Limited Power of Attorney to sign for the customer on the following transactions:

- Sign the Duplicate Title Affidavit for the customer
- Sign the VEH for customer's Duplicate Registration
- Sign the VEH for customer's Lost or Plate Conversion
- Sign the back of the title to process an Act of Donation for trade credit.
- Endorsing the back of a conforming title

# 11 – Secured Power of Attorney

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Secured Power of Attorney form **MUST** be used when one of the following occurs:

- A title is physically held by lienholder (payoff)
- Has been lost by the owner

The legal-sized form allows the seller's signature to be properly witnessed in order for it to be notarized. This will protect both the notary and the dealership from legal repercussions. Refer to example.

It is important to note, this is the **ONLY** POA allowed for a dealer to endorse a conforming title as both buyer and seller in the same transaction.

## Completing a Secured POA

The “Power Of Attorney” is appointed to the dealership not an individual.

### **Section “A”**

To be completed and signed by the seller (Person trading vehicle as) and dealer representative.

Signatures Needed in Section “A”

- Transferor – Owner of the Trade In
- Transferee – Dealer Representative
- Witnesses – Refer to Section D below

### **Section “B”**

To be completed and signed by the buyer (Person buying the vehicle from dealership) and dealer representative.

Can only be used when the same dealership listed in section A is selling to an individual. (Not used for dealership transfers to another dealership)

**MUST** be used if the title still has not been received prior to re-selling the vehicle. Check the title issue date or lien release date to the date of sale. It must be before the date of sale to use this section of the document.

Signatures Needed in Section “B”

- Transferor – Dealer Representative

- Transferee – New Owner of the vehicle (or 3<sup>rd</sup> party with new version Limited POA)
- Witnesses – Refer to Section D below

### **Section “C”**

To be completed and signed only when Section “A” and “B” are both used.

Signatures needed in Section “C”

- The dealership representative (title clerk) who is signing the back of title for both buyer and seller signs it.

## **D: Witness Signatures on the Secure POA**

### **Witnesses**

- 2 separate witnesses are required.
- Each witness is required to sign and print their name underneath their signature.

### **Acknowledgement of Witnesses**

Therefore, one of the two witnesses will be required to sign twice. The second time will be under the “Acknowledgement of Witness” for the notary, and then all witness lines in Part A will be completed. This will be required as well if Part B of the Secured Power of Attorney is used.

Remember: ONLY WITNESS DOCUMENTS THAT YOU ACTUALLY PHYSICALLY SEE THE CUSTOMER SIGN!!! PROTECT YOURSELF FROM LEGAL REPERCUSSIONS!!!

*Note: The F&I and Sales Department should be witnessing this document, not the title clerk!!*

**IF RTS NOTARIZES YOUR WORK, DEALS WILL BE REJECTED IF THE WITNESS LINES ARE LEFT BLANK AND IF THE NAMES OF THE WITNESSES ARE NOT PRINTED UNDERNEATH THEIR SIGNATURES.**

*Note: No corrections are allowed on a Secured POA. A new Secure Power of Attorney is required.*

## Sample Secured POA & Scenarios:

### Part A:

LOUISIANA DEPT. OF PUBLIC SAFETY & CORRECTIONS OFFICE OF MOTOR VEHICLES			CONTROL NO. 2833601	
<b>POWER OF ATTORNEY FOR TRANSFER OF OWNERSHIP TO A MOTOR VEHICLE</b>				
WARNING! THIS FORM MAY BE USED ONLY WHEN TITLE IS PHYSICALLY HELD BY LIENHOLDER OR HAS BEEN LOST BY THE OWNER. This Form Must Be Submitted To The				
1 The Person Exercising Powers Of Attorney. Failure To Do So May Result In Fines And/Or Imprisonment.				
VEHICLE DESCRIPTION				
2013	Ford	Explorer	LL	1FM5K7D88DGB81740
Year	Make	Model	Body Type	Vehicle Identification Number
<b>PART A: Power of Attorney to Transfer Ownership and to Disclose Mileage</b>				
Federal and State law require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.				
2 John Smith & Jane Smith (transferor's name, <b>PRINT</b> ), appoint ABC Auto Sales (transferee's, dealership name, <b>PRINT</b> ) as my attorney-in-fact, to sign all papers and documents required to secure the title and further grant the authority to endorse and transfer title thereto and to disclose the mileage on the title for the vehicle described above, exactly as stated in my following disclosure.				
I state the odometer now reads 12590 (No tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.				
(1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.				
(2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING-ODOMETER DISCREPANCY.				
3	John Smith	Jane Smith	John Smith	Jane Smith
	(Transferor's Signature)		(Printed Name)	
	127 Arnould Blvd Lafayette LA 70506		10/01/2013	
	(Transferor's Address (Street, City, State, Zip Code))		(Date of Statement)	
5	Sam Richardson	Sam Richardson		
	(Transferee's Signature)		(Printed Name of Individual Signing as Transferee)	
	4600 Johnston St Lafayette LA 70506			
	(Transferee's Name - Print or Type Name of Business or Company)		(Licensed Dealer, Transferee's Address (Street, City, State, Zip Code))	

**Transferor** = All owners listed on the front of the title or registration

**Transferee** = The Dealership

- 1) Enter the full vehicle description.
- 2) Enter the Transferor(s) name listed on the front of the title or registration and the dealership name as Transferee.
- 3) The Transferor(s) (all owners listed on the front of the title or registration) must sign and print their name.
- 4) Enter the date the vehicle was traded into the dealership as the date of statement.
- 5) The dealer representative must sign and print their name

**\*\*proper witnessing and/or notarization required\*\***

Once the title is received, the EXACT information from Part A must be transferred to the "Assignment of Title by Registered Owner" (1<sup>st</sup> assignment) on the back of the title with a dealer representative signing on behalf of both the buyer and seller(s).

### When is Part A required?

When the title is lost, held by a lienholder, or must be used by the dealership to do a separate transaction to allow trade credit.

The "First Lien Released" date on the front of the title or the "Date Issued" (title issued date) on the front of the title will be the same day as the Date of Statement in Part A or after.

(LIEN)	DATE	First Lien Released
IBERIABANK PO BOX 12440 NEW IBERIA LA 70562	05/01/2013	10/15/2013
		IBERIABANK
		By <i>Mark Thomas</i> Authorized Representative

OR

DATE ISSUED	
10/15/2013	
ODOMETER	N/U
70755	U

**Part B: (if Part B is used, Part C MUST be completed)**

<b>PART B: Power of Attorney to Review / Assign Title Documents and Acknowledge Disclosure (PART B IS INVALID UNLESS PART A HAS BEEN COMPLETED)</b>			
1	Kimberly Jones	(transferee's name, PRINT), appoint	ABC Auto Sales
(transferee's name, PRINT) as my attorney-in-fact, to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.			
2	<i>Kimberly Jones</i>	Kimberly Jones	
	(Transferee's Signature)	(Printed Name)	
	100 Belle Fontaine Lafayette LA 70506		
	(Transferee's Name - Print or Type Name of Business or Company)		
	Transferee's Address (Street, City, State, Zip Code)		
Federal and State law require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.			
	I state that the odometer now reads 12674 (No tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.		
	(1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.		
	(2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING-ODOMETER DISCREPANCY.		
3	<i>Donald Thibodeaux</i>	Donald Thibodeaux	10/12/2013
	(Transferor's Signature)	(Printed Name)	(Date of Statement)
	4600 Johnston St Lafayette LA 70506		
	Transferor's Address (Street, City, State, Zip Code)		

**Transferor** = The Dealership**Transferee** = The new buyer(s)

- 1) Enter the Transferee(s) name as listed on their driver's license (or a statement of One & the Same must be submitted) and the name of the dealership.
- 2) The Transferee(s) must sign and print their name.
- 3) The Transferor must sign and print their name.
- 4) Enter the date the new buyer(s) acquired the vehicle as the Date of Statement.

**\*\*proper witnessing and/or notarization required\*\***

Once the title is received, the EXACT information from Part B must be transferred to the "First Re-assignment by Licensed Dealer" (2<sup>nd</sup> title assignment) on the back of the title. The dealer representative that signed in Part C of the Secure POA is to sign on behalf of both the buyer(s) and seller on the back of the title.

## Part C:

PART C: Certification (To be completed when parts A and B have been used)			
I, <u>Nancy Soileau</u> , (person exercising above powers of attorney, <b>PRINT</b> ), hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.			
<u>Nancy Soileau</u> (Signature)	<u>Nancy Soileau</u> (Printed Name)	<u>10/12/2013</u> (Date of Certification)	
<u>4600 Johnston St</u> (Street Address)	<u>Lafayette</u> (City)	<u>LA</u> (State)	<u>70506</u> (Zip Code)
<u>Jane Doe</u> (Signature of Notary Public)	<u>Jane Doe #12345</u> (Printed Name of Notary Public & ID#)		
<p>This document is void if any information entered hereon has been erased or altered by any means. Unauthorized printing or reproduction of this document is strictly prohibited. Photocopy may be made only as a completed document for record keeping purposes of the parties named herein.</p> <p><b>WHEN TO USE THIS FORM:</b> <b>NOTE: Transferee in Part A is dealer and is transferor in Part B. Retail Purchaser in Part B is Transferee of the Dealer</b></p> <p>When a dealer buys a motor vehicle and a conforming Louisiana title has been issued or a conforming title has been issued by another jurisdiction and it is physically held by a lienholder, the dealer shall have the transferor execute Part A hereof. Upon securing the certificate of title, the dealer shall exercise the authority granted to him by the transferor, making assignment and odometer disclosure on the title, and make application for certificate of title wherein the dealer is shown as owner. However, should he retail the motor vehicle before he secures the certificate of title, his purchaser may grant Power of Attorney to the dealer by executing Part B and sign the application for certificate of title. The dealer, upon securing the certificate of title, shall exercise the authority granted in him in Parts A &amp; B hereof and shall execute Part C. The purchaser's application for certificate of title shall be perfected, including this document and the properly assigned certificate of title including odometer disclosures and forward same to the Louisiana Office of Motor Vehicles in the prescribed manner.</p> <p>If the dealer is to obtain a replacement title, the original certificate of title having been lost by the owner, the procedure set out herein shall apply.</p> <p>This process is Federally mandated nationwide under truth in mileage act.</p>			
<b>WARNING—DO NOT ACCEPT THIS POWER OF ATTORNEY DOCUMENT WITHOUT NOTING</b>		<b>SECURITY WATERMARK; HOLD TO LIGHT TO VERIFY WATERMARK.</b>	

### When does Part B need to be used?

Part B is to be used when the date the vehicle was acquired by the new owner(s) is before the title is available. Once again, if date acquired (date of statement in Part B) is before the "First Lien Released" date on the front of the title or the "Date Issued" (title issued date) on the front of the title, Part B **MUST** be used.

If the date of statement is after the title is available, Part B is not required to be completed. The title can be executed with the new owner(s) signing the 2<sup>nd</sup> assignment as buyer or a Limited POA can be submitted for a Dealertrack representative to sign the title on their behalf. **\*\*Please make sure the dealership is using the new version Limited POA\*\***

LOUISIANA DEPT. OF PUBLIC SAFETY & CORRECTIONS  
OFFICE OF MOTOR VEHICLES

CONTROL NO. 2833601

**POWER OF ATTORNEY FOR TRANSFER OF OWNERSHIP TO A MOTOR VEHICLE**  
WARNING: THIS FORM MAY BE USED ONLY WHEN TITLE IS PHYSICALLY HELD BY LIENHOLDER OR HAS BEEN LOST BY THE OWNER. This Form Must Be Submitted To The

1 The Person Exercising Powers Of Attorney. Failure To Do So May Result In Fines And/or Imprisonment.

2 **John Smith & Jane Smith** (transferor's name, PRINT), appoint: **ABC Auto Sales** (transferee's name, PRINT) as my attorney-in-fact, to sign all papers and documents required to secure the title and further grant the authority to endorse and transfer the interests and to disclose the mileage on the title for the vehicle described above, exactly as stated in my following disclosure.

I state the odometer now reads: **12590** (No tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

(1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.  
(2) I hereby certify that the odometer reading is NOT the actual mileage. **WARNING-ODOMETER DISCREPANCY**

**John Smith** (Printed Name) **Jane Smith** (Printed Name) **10/01/2013** (Date of Signature)

**127 Arnold Blvd** (Address) **Lafayette LA 70506** (City, State, Zip Code)

**Sam Richardson** (Transferor's Signature) **Sam Richardson** (Printed Name of Transferor Signing as Transferor)  
**1600 Johnston St** (Transferor's Address) **Lafayette LA 70506** (City, State, Zip Code)

**1 Kimberly Jones** (transferee's name, PRINT), appoint: **ABC Auto Sales** (transferor's name, PRINT) as my attorney-in-fact, to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure contained below.

**Kimberly Jones** (Printed Name)  
**100 Belle Fontaine** (Address) **Lafayette LA 70506** (City, State, Zip Code)

Federal and State law require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.  
I state that the odometer now reads: **12674** (No tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

(1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.  
(2) I hereby certify that the odometer reading is NOT the actual mileage. **WARNING-ODOMETER DISCREPANCY**

**Donald Thibodeaux** (Printed Name) **10/12/2013** (Date of Signature)  
**4600 Johnston St** (Address) **Lafayette LA 70506** (City, State, Zip Code)


**1 Nancy Soileau** (person exercising above powers of attorney, PRINT), hereby certify that the mileage I have disclosed on this title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any assignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

**Nancy Soileau** (Printed Name) **10/12/2013** (Date of Signature)  
**4600 Johnston St** (Address) **Lafayette LA 70506** (City, State, Zip Code)

**Jane Doe** (Printed Name) **#12345** (Notary No.)

NOTARY PUBLIC STATE OF LOUISIANA  
I, **Jane Doe**, Notary Public, do hereby certify that the foregoing is a true and correct copy of the original document as presented to me for recording.

WHEN TO USE THIS FORM: NOTE: Transferee in Part A is dealer and is transferee in Part B. Retail Purchaser in Part B is Transferee of the Dealer.  
When a dealer buys a motor vehicle and a conforming Louisiana title has been issued or a conforming title has been issued by another jurisdiction and it is physically held by a lienholder, the dealer shall have the lienholder execute Part A hereof. Upon securing the certificate of title, the dealer shall exercise the authority granted to him by the transferor, making assignment and odometer disclosure on the title, and make application for certificate of title wherein the dealer is shown as owner. However, should he retain the motor vehicle before he secures the certificate of title, his purchase may grant power of attorney to the dealer by executing Part B and sign the application for certificate of title. The dealer upon securing the certificate of title, shall exercise the authority granted in Part A & B hereof and shall execute Part C. The purchaser's application for certificate of title shall be perfected, including this document and the properly assigned certificate of title including odometer disclosure and forward same to the Louisiana Office of Motor Vehicles in the prescribed manner.  
If the dealer is to obtain a replacement title, the original certificate of title having been lost by the owner, the procedure set out herein shall apply.  
This process is a legally mandated procedure under title in Louisiana.

WARNING: DO NOT ACCEPT THIS POWER OF ATTORNEY DOCUMENT WITHOUT NOTING  SECURITY WATERMARK. HOLD TO LIGHT TO VERIFY WATERMARK.

Federal and State Law require that you state the mileage in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment.  
\*\*\*NOTICE: ANY ALTERATION OR ERASURE VOIDS THE ASSIGNMENT and all assignments that follow. ASSIGNMENT MUST BE EXECUTED BY THE SELLER IN THE PRESENCE OF A NOTARY PUBLIC OR TWO (2) WITNESSES. IF EXECUTED IN THE PRESENCE OF TWO (2) WITNESSES, THE ACKNOWLEDGEMENT OF WITNESS MUST BE SIGNED BY ONE (1) OF THE WITNESSES IN THE PRESENCE OF A NOTARY PUBLIC.\*\*\*

ASSIGNMENT OF TITLE BY REGISTERED OWNER (not valid unless completed in full, I/we warrant this title and certify that the vehicle described herein has been transferred on **10 / 01 / 2013** for the sum of \$ \_\_\_\_\_ to the following:  
Name(s): **ABC Auto Sales** Address: **4600 Johnston St Lafayette LA 70506**

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

**12590** (1) The mileage stated is in excess of its mechanical limits.  
(2) The odometer reading is NOT the actual mileage. **WARNING-ODOMETER DISCREPANCY**

ODOMETER READING **12590** (No tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

SIGNATURE(S) of Buyer(s): **Sam Richardson** (Printed Name) **Sam Richardson** (Signature)  
PRINTED NAME(S) of Buyer(s): **Sam Richardson** (Printed Name)  
SIGNATURE of Witness: **Sam Richardson** (Signature)  
PRINTED NAME of Witness: **Sam Richardson** (Printed Name)

SIGNATURE(S) of Seller(s): **Susan Breau POA** (Printed Name) **Susan Breau POA** (Signature)  
PRINTED NAME(S) of Seller(s): **Susan Breau - POA** (Printed Name)  
SIGNATURE of Witness: **Susan Breau POA** (Signature)  
PRINTED NAME of Witness: **Susan Breau - POA** (Printed Name)

Sworn to and subscribed by seller before me this **10/01/2013** Date. Notary No. **12345**  
SIGNATURE of Notary Public: **Jane Doe** (Signature)  
PRINTED NAME of Notary Public: **Jane Doe** (Printed Name)

ACKNOWLEDGEMENT OF WITNESS - STATE OF LOUISIANA - PARISH OF \_\_\_\_\_  
Before me, Notary, personally came and appeared the undersigned, who, after being duly sworn, said that he subscribed his name to the assignment above as a witness to the signature(s) of seller(s) and he saw seller(s) sign his name as his voluntary act and deed.

SIGNATURE of Witness: \_\_\_\_\_ (Signature)  
PRINTED NAME of Witness: \_\_\_\_\_ (Printed Name)

PRINTED NAME of Notary Public: \_\_\_\_\_ (Printed Name)

FIRST RE-ASSIGNMENT BY LICENSED DEALER  
DEALER'S LICENSE NO. **N2012-1134**  
I/we warrant this title and certify that the vehicle described herein has been transferred to the following:  
Name(s): **Kimberly Jones** Address: **100 Belle Fontaine Lafayette LA 70506**

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

**12674** (1) The mileage stated is in excess of its mechanical limits.  
(2) The odometer reading is NOT the actual mileage. **WARNING-ODOMETER DISCREPANCY**

ODOMETER READING **12674** (No tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

SIGNATURE(S) of Buyer(s): **Nancy Soileau - POA** (Printed Name) **Nancy Soileau** (Signature)  
PRINTED NAME(S) of Buyer(s): **Nancy Soileau - POA** (Printed Name)  
SIGNATURE of Witness: **Nancy Soileau** (Signature)  
PRINTED NAME of Witness: **Nancy Soileau** (Printed Name)

SIGNATURE(S) of Seller(s): **Nancy Soileau** (Printed Name) **Nancy Soileau** (Signature)  
PRINTED NAME(S) of Seller(s): **Nancy Soileau** (Printed Name)  
SIGNATURE of Witness: **Nancy Soileau** (Signature)  
PRINTED NAME of Witness: **Nancy Soileau** (Printed Name)

Sworn to and subscribed by seller before me this **10/12/2013** Date. Notary No. **12345**  
SIGNATURE of Notary Public: **Jane Doe** (Signature)  
PRINTED NAME of Notary Public: **Jane Doe** (Printed Name)

ACKNOWLEDGEMENT OF WITNESS - STATE OF LOUISIANA - PARISH OF \_\_\_\_\_  
Before me, Notary, personally came and appeared the undersigned, who, after being duly sworn, said that he subscribed his name to the assignment above as a witness to the signature(s) of seller(s) and he saw seller(s) sign his name as his voluntary act and deed.

SIGNATURE of Witness: \_\_\_\_\_ (Signature)  
PRINTED NAME of Witness: \_\_\_\_\_ (Printed Name)

PRINTED NAME of Notary Public: \_\_\_\_\_ (Printed Name)

## For the rare occurrence the Secure POA is NOT available at the time of re-sell to the new owner:

If Part B of the Secure POA is required to be completed but is not available at the time the new owners acquire the vehicle, the New Version Limited POA can be completed for a Dealertrack Representative to sign for the new owners on the Secure POA. This scenario will only affect the normal procedures as listed below:

- #2 in Part B of the Secure POA will be signed by a **Dealertrack Representative** on behalf of the new owner(s) (Transferee).
- The Dealer Representative from Part C of the Secure POA will **STILL** sign on behalf of the buyer(s) on the 2<sup>nd</sup> title assignment.
- The **New Version** Limited POA must be submitted with the file along with the title and Secure POA.

Federal and State Law require that you state the mileage in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment.

**\*\*\*NOTICE: ANY ALTERATION OR ERASURE VOIDS THE ASSIGNMENT and all assignments that follow. ASSIGNMENT MUST BE EXECUTED BY THE SELLER IN THE PRESENCE OF A NOTARY PUBLIC OR TWO (2) WITNESSES. IF EXECUTED IN THE PRESENCE OF TWO (2) WITNESSES, THE ACKNOWLEDGEMENT OF WITNESS MUST BE SIGNED BY ONE (1) OF THE WITNESSES IN THE PRESENCE OF A NOTARY PUBLIC.\*\*\***

**ASSIGNMENT OF TITLE BY REGISTERED OWNER** (not valid unless completed in full) I/we warrant this title and certify that the vehicle described herein has been transferred on 10 / 01 / 2013 for the sum of \$ \_\_\_\_\_ to the following:

Name(s) ABC Auto Sales Address- 4600 Johnston St Lafayette LA 70506

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

12590 ☐ NO TITLES ☐ 1. The mileage stated is in excess of its mechanical limits.  
2. The odometer reading is NOT the actual mileage.

**WARNING- ODOMETER DISCREPANCY**

SIGNATURE(S) of Buyer(s) Sam Richardson of Seller(s) Susan Breau POA Susan Breau POA  
PRINTED NAME(S) of Buyer(s) Sam Richardson of Seller(s) Susan Breau - POA Susan Breau - POA

SIGNATURE of Witness X Sworn to and subscribed by seller before me this \_\_\_\_\_  
PRINTED NAME of Witness \_\_\_\_\_ Date 10/01/2013 Notary No. 12345  
SIGNATURE of Witness X SIGNATURE of Notary Public Jane Doe  
PRINTED NAME of Witness \_\_\_\_\_ PRINTED NAME of Notary Public Jane Doe

**ACKNOWLEDGEMENT OF WITNESS - STATE OF LOUISIANA - PARISH OF**  
Before me, Notary, personally came and appeared the undersigned, who, after being duly sworn, said that he subscribed his name to the assignment above as a witness to the signature(s) of seller(s) and he saw seller(s) sign his name as his voluntary act and deed.

SIGNATURE of Witness X SIGNATURE of Notary Public X DATE \_\_\_\_\_  
PRINTED NAME of Witness \_\_\_\_\_ PRINTED NAME of Notary Public \_\_\_\_\_

**FIRST RE-ASSIGNMENT BY LICENSED DEALER** DEALER'S LICENSE NO. N2012-1134  
I/we warrant this title and certify that the vehicle described herein has been transferred to the following:

Name(s) Kimberly Jones Address 100 Belle Fontaine Lafayette LA 70506

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

12674 ☐ NO TITLES ☐ 1. The mileage stated is in excess of its mechanical limits.  
2. The odometer reading is NOT the actual mileage.

**WARNING- ODOMETER DISCREPANCY**

SIGNATURE(S) of Buyer(s) Nancy Soileau - POA of Seller(s) Nancy Soileau  
PRINTED NAME(S) of Buyer(s) Nancy Soileau - POA of Seller(s) Nancy Soileau

SIGNATURE of Witness X Name of Dealership \_\_\_\_\_  
PRINTED NAME of Witness \_\_\_\_\_ Sworn to and subscribed by seller before me this \_\_\_\_\_  
SIGNATURE of Witness X Date 10/12/2013 Notary No. 12345  
PRINTED NAME of Witness \_\_\_\_\_ SIGNATURE of Notary Public Jane Doe  
PRINTED NAME of Notary Public Jane Doe

**ACKNOWLEDGEMENT OF WITNESS - STATE OF LOUISIANA - PARISH OF**  
Before me, Notary, personally came and appeared the undersigned, who, after being duly sworn, said that he subscribed his name to the assignment above as a witness to the signature(s) of seller(s) and he saw seller(s) sign his name as his voluntary act and deed.

SIGNATURE of Witness X SIGNATURE of Notary Public X DATE \_\_\_\_\_  
PRINTED NAME of Witness \_\_\_\_\_ PRINTED NAME of Notary Public \_\_\_\_\_

LOUISIANA DEPT. OF PUBLIC SAFETY & CORRECTIONS CONTROL NO. 2833601  
OFFICE OF MOTOR VEHICLES

**POWER OF ATTORNEY FOR TRANSFER OF OWNERSHIP TO A MOTOR VEHICLE**  
WARNING: THIS FORM MAY BE USED ONLY WHEN TITLE IS PHYSICALLY HELD BY LIENHOLDER OR HAS BEEN LOST BY THE OWNER. THIS FORM MUST BE SIGNED BY THE PERSON EXERCISING POWERS OF ATTORNEY. FAILURE TO DO SO MAY RESULT IN FINES AND/OR IMPRISONMENT.


1. **VEHICLE DESCRIPTION**  
Year 2013 Make Ford Model Explorer Body LL VIN 1FM5K7D88DGB81740  
Special Operator Number \_\_\_\_\_

2. **POWER OF ATTORNEY**  
I, John Smith & Jane Smith (transferor's name, PRINT), appoint ABC Auto Sales (transferee's name, PRINT) as my attorney-in-fact, to sign all papers and documents required to secure the title and further grant the authority to endorse and transfer the title and to disclose the mileage on the title for the vehicle described above, exactly as stated in my following disclosure.  
I state the odometer now reads: 12590 (No titles) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:  
(1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.  
(2) I hereby certify that the odometer reading is NOT the actual mileage. **WARNING- ODOMETER DISCREPANCY**

3. John Smith Jane Smith 10/01/2013  
127 Arnold Blvd Lafayette LA 70506  
4600 Johnston St Lafayette LA 70506  
4. Sam Richardson  
6400 Johnston St Lafayette LA 70506

5. **POWER OF ATTORNEY TO REVIEW / Assign Title Documents and Acknowledge PARTIALS**  
I, Kimberly Jones (transferee's name, PRINT), appoint ABC Auto Sales (transferor's name, PRINT) as my attorney-in-fact, to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the odometer completed reads.  
I hereby certify that to the best of my knowledge the odometer reading is NOT the actual mileage. **WARNING- ODOMETER DISCREPANCY**  
Jeff Hebert - POA Jeff Hebert - Dealertrack Representative for: Kimberly Jones  
100 Belle Fontaine Lafayette LA 70506  
4600 Johnston St Lafayette LA 70506

6. **POWER OF ATTORNEY TO REVIEW / Assign Title Documents and Acknowledge PARTIALS**  
I, Nancy Soileau (person exercising above powers of attorney, PRINT), hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.  
Nancy Soileau 10/12/2013  
4600 Johnston St Lafayette LA 70506  
Jane Doe #12345

**WHEN TO USE THIS FORM:** NOTE: Transferee in Part A is dealer and is transferee in Part B. Retail Purchaser in Part C is Transferee of the Dealer.  
When a dealer buys a motor vehicle and a conforming Louisiana title has been issued or a conforming title has been issued by another jurisdiction and it is physically held by a lienholder, the dealer shall have the transferor execute Part A hereof. Upon securing the certificate of title, the dealer shall execute the authority granted to him by the transferor, making assignment and deliver the certificate on the title, and make application for certificate of title within the dealer is shown as owner. However, should he wish the motor vehicle before he secures the certificate of title, his purchaser may grant power of attorney to the dealer by executing Part B and sign the application for certificate of title. The dealer, upon securing the certificate of title, shall execute the authority granted to him in Part A & B hereof and shall execute Part C. The purchaser's application for certificate of title shall be perfected, including the assignment and the property assigned, certificate of title including odometer disclosure and towards same to the Louisiana Office of Motor Vehicles in the prescribed manner.  
If the dealer is a lienholder in an encumbered title, the original certificate of title having been lost by the owner, the procedure set out herein shall apply.  
This document is a federally trademarked nationwide under title in mileage act.  
**WARNING- DO NOT ACCEPT THIS POWER OF ATTORNEY DOCUMENT WITHOUT NOTING**  SECURITY WATERMARK, HOLD TO LIGHT TO VERIFY WATERMARK.

**Limited Power of Attorney of a Movable**

MAKE 2013 MODEL Explorer YEAR 2013 BODY LL  
VIN 1FM5K7D88DGB81740

I, Kimberly Jones, hereby irrevocably appoint Dealertrack RTS-LA, LLC and/or ABC Auto Sales as my attorney in fact with full power and authority to sign, swear to, file and record in my name all documents necessary to register the above described vehicle, to obtain a marketable title for same or to perform any other act required to complete the transaction relating to the above described vehicle, including but not limited to appointing a substitute attorney in fact. Further, in the event the above described vehicle is returned to the seller/dealer following registration with the State of Louisiana, Department of Motor Vehicles, whether said return is a result of inability to obtain financing, or for any other reason, without limitation, buyer hereby specifically authorizes and empowers the attorney in fact designated herein to execute any and all documents required by the State of Louisiana, Department of Motor Vehicles necessary to back out, rescind or avoid the sale of the above described vehicle and request, receive and distribute a refund to the appropriate party.

In the event there is a trade-in vehicle, complete the following:  
MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ BODY \_\_\_\_\_  
VIN \_\_\_\_\_

I, \_\_\_\_\_, hereby irrevocably appoint Dealertrack RTS-LA, LLC and/or \_\_\_\_\_ as my attorney in fact with full power and authority to sign, swear to, file and record in my name all documents necessary to dispose of the above-described vehicle or to obtain marketable title for same or to perform any other act relating to the above-described vehicle.

Sam Richardson  
Witness No. 1 Signature  
Sam Richardson  
Witness No. 1 Printed Name

Donald Thibodeaux  
Witness No. 2 Signature  
Donald Thibodeaux  
Witness No. 2 Printed Name

Kimberly Jones  
Owner/Buyer Signature  
Kimberly Jones  
Owner/Buyer Printed Name

Accepted:  
Jeff Hebert - Jeff Hebert  
Dealertrack Representative Signature/Printed Name

**AFFIDAVIT BY WITNESS**  
BEFORE ME, NOTARY, personally came and appeared on this 12 day of Oct, 2013 the undersigned, who, after being duly sworn, did depose and say that he/she is a witness to the above Limited Power of Attorney, and that the signatures of the Owner/Buyer and Representative thereto are true and genuine, and affixed thereto of their own free will in the presence of the witnesses whose names are affixed thereto.

Sam Richardson  
Witness Signature (No. 1 or No. 2)  
Sam Richardson  
Witness Printed Name

Jane Doe  
Notary Public Signature  
Jane Doe  
Notary Public Printed Name  
Notary Public Number: 12345

## 12 – Trades WITHOUT LA Title Present

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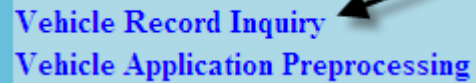
To process a Trade without the used LA title present:

- Have customer provide something with the trade VIN# stated on it, preferably the vehicle registration.
- Look up the VIN # on RTS website – Refer to Chapter 13 for instructions.
- Are there any flags? Salvaged? Reconstructed?
- Is the customer required to sign a disclosure statement?
- How many owners do they have on the registration?
  - One? Two?
  - Is an Act of Donation needed?
  - Is Permission for Spouse to Trade Affidavit required?
- Does the name that is registered on the trade vehicle match the name of your customer?
  - Verify state issued driver's license or identification card, is this their legal name?
  - Is a Statement of One of the Same required?
- Owner(s) stated on the vehicle trade record must sign the following:
  - Secure Power of Attorney
  - Limited Power of Attorney
  - Duplicate Title Affidavit – on the VEH
- You need to witness and print your name on the Secure Power of Attorney, Limited Power of Attorney, and Duplicate Title Affidavit.
- Another person also needs to witness and print their name on these documents.
- Is there a Lien Holder?
  - Lien Satisfaction needed or payoff is needed in order to receive title.
- Is there an EL Flag on the Record?
  - Yes: A duplicate title cannot be issued. The lienholder is required to electronically release the lien, through their title management company/service provider, where the clear title can be mailed to you, the dealer.

## 13 – Vehicle Record Inquiry

To perform a vehicle record inquiry:

- On the Main Menu on the LA-OLRS, select **Vehicle Record Inquiry**.



Vehicle Record Inquiry  
Vehicle Application Preprocessing

The Inquiry screen will be displayed.

Inquires may be performed using either the VIN (all 17 digits) or the plate number of the vehicle.

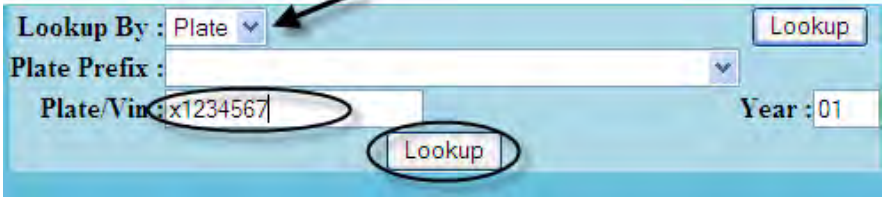
To perform an inquiry using the VIN:

- Select **Lookup By: VIN**.
- Enter the **VIN** of the vehicle in the **Plate/VIN** field.
- Click **Lookup**.



To perform an inquiry using the Plate number:

- Select **Lookup By: Plate**.
- Enter the Plate number of the vehicle in the **Plate/VIN** field.



- If necessary select the **Plate Prefix**:

If the plate is a special interest group, military, handicap, or personalized plate, the plate prefix drop down box is to be used.

If the plate is a regular truck, car, commercial, motorcycle, off road decal, the plate prefix box is to be left blank.

- Click **Lookup**.

## Sample Inquiry Results

<b>Vin:</b>	5X5XA06H88X12345	<b>Micro-Film:</b>	111111111
<b>Plate:</b>	XXX111	<b>Owner's Name:</b>	JOHN SMITH
<b>Plate Exp:</b>	010111	<b>Drivers License:</b>	123456789
<b>Title:</b>	A1234567	<b>Aquisition Date:</b>	010103
<b>Make:</b>	NISS	<b>Issue Date:</b>	020103
<b>Model:</b>	XTR	<b>Lien Holder:</b>	ABC BANK
<b>Year:</b>	2002	<b>Lienholder Address:</b>	123 CAR STREET
<b>Odometer:</b>	031173	<b>Lienholder City St:</b>	DEALER ST
<b>SPOV:</b>	17028.00	<b>Lienholder Zip:</b>	11111
<b>Flag1:</b>	FIRST LIEN	<b>New/Used:</b>	U
<b>Flag2:</b>		<b>Office No:</b>	009
<b>Flag3:</b>			
<b>Flag4:</b>			
<b>Flag5:</b>			
<b>Flag6:</b>			

*Note: The inquiry screen is printable and can be used as proof of plate ownership or trade.*

The current LA record for a particular vehicle is given and will show the following:

### Ownership

Do the names match? Are there two owners and is a donation\sale transfer need to occur? Do I need a One and the Same Affidavit or Permission for Spouse to trade? For a duplicate title, did all the listed owners sign the Duplicate Title Affidavit?

### Lien Information

Do I need a Lien Satisfaction? Does the lender's name on the lien satisfaction match the record? Is this an Electronic Lien Record?

### Mileage

Is the mileage in the right sequence?

### Title Number

Do you have the title with the correct title number?

**Flags**

Are there any flags? (Salvaged, Water Damaged, or Reconstructed) Do I need any additional documentation because of these flags?

**Plate # and Expiration**

Does the customer want to transfer his\her plate? (Can only transfer Special Interest, Personalized, and Handicap Plates.) If so, is the plate expired? If it is expired, you need to collect the transfer fee in addition to the renewal plate fee. If the vehicle is a truck, the GVWR or GCWR must be less than 16000 Lbs.

**VIN, Make, Model, and Year**

Are there any discrepancies compared to the actual vehicle?

**Acquisition Date**

Is the date on the trade vehicle before the date of sale on the new vehicle? NO, there is a problem!!

**NO RECORD ON FILE**

If a No Record on File message is displayed on the trade vehicle record try performing the inquiry again using both the plate number and VIN.

If the No Record on File message is displayed again, either

- The record had no activity with OMV for years and it was expunged from the LA state record. This is ok, but a copy of the LA title or registration must be submitted with the paperwork as proof of trade. The record can be rebuilt with a copy of the title or registration.  
Or
- The trade vehicle is not registered in Louisiana. Refer to Chapter on Tax Credit Coming into Louisiana for more information.

## 14 – OMV Flag Codes

FLAG CODES		DOCUMENTS NEEDED
<b>AH</b>	Auto Hulk	Call RTS
<b>CC</b>	Crescent City Connection	Customer must pay Crescent City Connection by contacting Crescent City Connection
<b>CL</b>	Clear Title	No Lien on Vehicle No Document Required
<b>CO</b>	Comment	Call RTS
<b>DC</b>	Cash For Clunkers	Call RTS
<b>DH</b>	Designated Handicap	Designation of Mobility Impaired License Plate Form signed by handicap person
<b>EL</b>	Electronic Lien	Lienholder is required to electronically release the lien via their title management company/ELT service provider.
<b>HD</b>	Hail Damaged	Salvage Disclosure/Reconstructed Disclosure/Water Damaged Disclosure/ <u>Hail Damaged Disclosure</u>
<b>1L</b>	One Lien Holder	Lien Satisfaction
<b>NI</b>	No Insurance	Customer must contact a Reinstatement Office to clear this flag. The plate on the vehicle cannot be transferred until cleared. The vehicle can be transferred to a new owner.
<b>PE</b>	Personal Stop	Call RTS
<b>RC</b>	Reconstructed Vehicle	Salvage Disclosure/ <u>Reconstructed Disclosure</u> /Water Damaged Disclosure/Hail Damaged Disclosure
<b>ST</b>	Salvaged Title	<u>Salvage Disclosure</u> /Reconstructed Disclosure/Water Damaged Disclosure/Hail Damaged Disclosure
<b>WA</b>	Water Damaged	Salvage Disclosure/Reconstructed Disclosure/ <u>Water Damaged Disclosure</u> /Hail Damaged Disclosure

# 15 – Statement of Permission for Spouse to Trade

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## When do you USE this Statement of Permission for Spouse to Trade affidavit?

- When the trade is only in the other spouse's name, the spouse must sign the Statement of Permission for Spouse to Trade affidavit in order to receive trade credit.
- When the trade is in the spouse's name and another name (third party), the spouse must sign the Statement of Permission for Spouse to Trade affidavit and this must be submitted with the file to receive trade tax credit.

As a reminder, the spouse and third party must sign the back of the title that is assigned to the dealership. Remember about witnessing!

**\*\*Refer to Chapter 9 and 12 on trades with or without titles on what documents and signatures are needed for the trade. \*\***

*Note: Always use the trade VIN not the new vehicle VIN on the actual affidavit.*

## When do you NOT USE this Statement of Permission for Spouse to Trade affidavit?

- If the customer is divorced, it cannot be used. The following is needed:
  - A) A completed Vehicle Application signed by the customer
  - B) One of the following:
    - Act of donation or Memorialization of Manual Gift (licensed LMVC dealer's ONLY)
    - A certified copy of the property settlement or
    - A certified copy of the judgment
- The title of the vehicle must be transferred to the customer in order to receive trade tax credit, and it may be mailed to the dealership. Office of Motor Vehicle Fees will be due, \$76.50 for the title.

## 16 – Duplicate Titles

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*Note: A Duplicate Title CAN NOT be applied for in a deceased person's name.*

### Verification of ownership and lien recordation:

- Refer to the LA-OLRS web site on the main menu click on vehicle record inquiry and enter the plate number or VIN number. The information listed will include the owner, lien holder, and the address of the lien holder.
- When a motor vehicle record has an “**EL**” **Flag**, a duplicate title **CAN NOT** be issued the conventional way: signed and notarized VEH and a paper lien release statement \ lien satisfaction. It must be handled the following way:
  - The financial institution is required to send electronically a lien release request to their contracted ELT service provider, and their ELT service provider would then process this request.

### Vehicle Application, 1799

- Make sure to add the mail-to information (I.E. dealership) on the VEH.

### DUPLICATE TITLE AFFIDAVIT

- Must be signed by owner (s) & notarized.
- In order for RTS to notarize, two dealership representatives must witness the document.
- Check appropriate box.

### AFFIDAVIT OF NON-POSSESSION OF TITLE BY LIEN HOLDER

*Note: Lien will not be removed off the record and the lien holder will receive the title.*

- Must be signed by lien holder and notarized.

- If the lender is our client, RTS will provide notarization. Otherwise, the Affidavit of Non-Possession of Title by Lien Holder must be already notarized.
- Check appropriate box
- The vehicle owner's signature is NOT required.

## **Lien Satisfaction\Lien Release Statements**

- If there is a lien shown on the record, a satisfaction of lien signed by the lender is needed on their letterhead with the full description of the vehicle stating the lien has been paid in full. If the lien satisfaction is not on letterhead, it must be an original and notarized.
- If the lending institution does not match the lender stated on the record due to a name change or merger with another bank, a separate document must be submitted if it is not included or indicated in the lien release.

# 17 – Vehicle Refinancing / Lien Recordation Only

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## Required Documentation

The following documents are required for a vehicle refinance – lien recordation only:

- OMV Vehicle Application (1799) stating the new lien information signed by the owner(s).

*Note: Add the ELT Code of the Lender to VEH for ELT Participants*

- Title with the existing lien released, if applicable.
- If the lien was not released on the title, a separate lien satisfaction is required.
- Security Agreement signed by the owner(s) or UCC1 with the new lien holder and vehicle information

## OMV fees that are charged with a vehicle refinancing:

- Title fee
- State handling fee
- Lien recordation fee (Depends on using security agreement, or UCC1)

No taxes are to be charged for vehicle refinancing. The owner of the vehicle has already paid parish and state taxes to Louisiana when the vehicle was originally registered.

### **Attention Dealers:**

From the dealer perspective, we realize new paperwork is required to be printed for the new lien holder, but for Department of Motor Vehicle (OMV) purposes it is not; therefore, make sure the date of sale on the VEH is manually changed to the original date of sale when the vehicle was originally registered.\*\*

**Do NOT assign the back of the title to the dealer and then to the customer, leave the back of the title unassigned.**

**\*\* Do not change the original date of sale. This is not considered a transfer of ownership.**

## Adding an additional owner (no money has changed hands)

- OMV Vehicle Application (1799) stating the new lien information signed by the owner (s).

*Note: Add the ELT Code of the Lender to VEH for ELT Participants.*

- A copy of the customer(s)'s state issued valid driver's license or identification or U.S. military issued identification must be included within the file.
- Title with the existing lien released, if applicable:

Back of title – Assigned to the donor and donee

- Donor (the individual on the front of the title) signs as seller
- Donee (both the individual on the front of the title and the new owner) signs as buyer

- Act of Donation – Signed by the Donor and Donee(s) and **TWO** witnesses all present in front of a notary. -

*Note: For more information refer to Chapter 18 Acts of Donation.*

- Lien Documentation – Security Agreement signed by all owners or UCC1.
- A statement on letterhead from the new lienholder indicating the new lien is not an assumption of mortgage.

### **\*\*\*When processing a donation and adding a lien at the same time:**

Taxes will not be due if the relation is "spouse". Any relation other than a spouse, taxes will be collected on the amount financed for the new additional owner unless a statement is submitted from the lienholder indicating the money financed is not being used to assume the previous lien.

## Removing an owner (no money has exchanged hands) – Vehicle is currently registered to more than one owner

- OMV Vehicle Application (1799) stating the new lien information signed by the owner.

*Note: Add the ELT Code of the Lender to VEH for ELT Participants.*

- A copy of the customer's state issued valid driver's license or identification or U.S. military issued identification must be included within the file.

- Title with the existing lien released, if applicable.

Back of title – Assigned to the donee.

- Donor (the individual who is the getting removed off the title) signs as seller.
  - Donee (the individual remaining on the title) signs as buyer.
- Act of Donation – Signed by the Donor and Donee and **TWO** witnesses all present in front of a notary.

*Note: For more information refer to Chapter 18 Act of Donations.*

- Lien Documentation – Security Agreement signed by all owners or UCC1
- A statement on letterhead from the new lienholder indicating the new lien is not an assumption of mortgage.

## **Processing a donation and adding a lien at the same time:**

Taxes will not be due if the relations is “spouse”. Any relation other than a spouse, taxes will be collected on the amount financed for the new additional owner unless a statement is submitted from the lienholder indicating the money financed is not being used to assume the previous lien.

Adding or removing an owner requires the issuance of a new license plate. Refer to Chapter 25 on License Plates. If the vehicle is a truck (the weight is remaining the same), motorcycle, trailer (cannot be permanent), or off road vehicle, the plate can remain on the vehicle. A State Transfer Fee will apply. Make sure to verify the plate is current!

# 18 – Act of Donation

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An Act of Donation may occur only when no money has changed hands between the Donor and Donee. If money has changed hands, it is NOT considered a donation and is then considered an act of sale and taxes are due.

## Required Documentation

- **DONOR signs** Act of Donation by Authentic Act Form, Limited POA, and back of title (if available) as seller
- **DONEE signs** Act of Donation by Authentic Act Form, Limited POA, back of title (if available) as buyer, and Vehicle Application
- F&I, Sales, or Loan Department needs to witness the Act of Donation Form. The two witnesses and the notary **MUST** physically see the donor and donee sign this document. This form can be used for all donations and can be found on the LA-OLRS Main Menu under Forms > Vehicle Registration.

Exception: A currently licensed LMVC dealer can use the Memorialization of Manual Gift form in lieu of the Act of Donation form. All other documentation must still be provided along with the assignment of title properly signed and notarized. This form only replaces the Act of Donation. The separate transaction must still be processed for any relationship other than spouse. This form can also be found on the LA-OLRS Main Menu under Forms > Vehicle Registration.

- State the relationship and value of the vehicle on the Act of Donation. The trade-in or NADA loan value is the value listed on the Act of Donation. The relationship requested on the form is the relationship between the donor and donee.
- If the Title is present, the DONOR signs as seller and DONEE signs as buyer.
- If the year of the vehicle is under 10 years old, the mileage on the back of the title must be completed.
- Date on the back of the title must match the Date on the Act of Donation.
- Remember witness signatures are needed on the back of the title. (In order for RTS to notarize the title).
- The following documents are required:
  - VEH signed by the donee (s) \*\*

- Act of Donation or Memorialization of Manual Gift (Licensed LMVC Dealers ONLY)
- Certificate of Title
- A copy of the donee(s)'s valid state issued driver's license, identification card, or U.S. military issued identification must be included within the file.

*Note: If the title is being mailed to another address other than the owner, the donee(s) must sign the duplicate title affidavit authorizing the title to be mailed to this third party address (Mail-to address of the Dealership or Lender) or a separate title authorization must be submitted. Please Note the title authorization within the Act of Donation form can be used.*

## **If the title is NOT available for the Donor and Donee to sign:**

If the title is not available because of a lien payoff or a duplicate title is being issued, both Donor and Donee can sign a separate Limited Power of Attorney. This will allow a person (third party to the donation) sign for the Donor on the back of the title and another person (third party to the donation) sign for the Donee on the back of the title. The same person cannot sign for both buyer and seller in the same assignment with a Limited POA. Do not appoint the dealership or lending institution on the limited power of attorney; it must be an individual. For more information on Limited Power of Attorneys refer to Chapter 10.

*Note: Secure Power of Attorney CANNOT be used to process the Act of Donation transaction.*

*Note: The Act of Donation form has a power of attorney for both the donee and donor within this form. This can be utilized to sign as agent on the back of the title or on the VEH.*

## **Lien Recordation and Act of Donations**

According to LA OMV Policy Section IV Number 52.00:

- Taxes are due if a UCC-1 form or other security agreement is submitted in conjunction with an act of donation unless a statement is submitted on letterhead from the lienholder indicating the new lien is not an assumption of mortgage.

- If an existing mortgage is being assumed, the donor can donate his equity in the vehicle; however, sales or use tax is due on the unpaid principal balance of the mortgage.

**Exception:** No taxes are due if an existing mortgage is being assumed by a spouse / surviving spouse receiving the vehicle by donation, heirship, judgment of possession or divorce decree.

### **An example**

The father wants to donate the vehicle to his child and the child is placing a loan on the vehicle in order to receive funds for college (collateral). If the vehicle is being used as collateral and no money was used to pay off the existing loan, the file can be handled in the following scenarios:

- The file should be processed in two separate transactions in which the child would submit a clear title in their name prior to the lien being recorded  
OR
- The new lienholder must submit a statement on letterhead with the donation file indicating the money financed is not being used to assume a previous mortgage.  
OR
- Taxes will be charged on the amount financed.

## Sample Act of Donation form

### **ACT OF DONATION**

DATE: \_\_\_\_\_

I/We, the undersigned, DONATE to

\_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

The following described vehicle: VIN: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Body: \_\_\_\_\_

I/We (donor) hereby donate the above-mentioned vehicle, and declare that there was no consideration involved. The value of the vehicle is: \$ \_\_\_\_\_

Furthermore, I/We (donor) appoint \_\_\_\_\_ as my/our attorney-in-fact to sign all documents in our name necessary to dispose of said vehicle and/or obtain a marketable title for the same.

Furthermore, I/We (donee) appoint \_\_\_\_\_ as my/our attorney-in-fact to sign all documents in our name necessary to dispose of said vehicle and/or obtain a marketable title for the same.

I/We (donee) hereby authorize the State of Louisiana to mail the title to the following: \_\_\_\_\_

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Donor Printed Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Donee Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Donee Printed Name

Donor warrants that there are no mortgages, liens, or encumbrances of any kind against the movable property or any accessories attached thereon.

Signed on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Printed Name & ID #

**Sample Memorialization of Manual Gift form**

**Memorialization of Manual Gift of a Motor Vehicle Which Occurred in Connection With a Transaction  
With a Dealer Licensed by the Louisiana Motor Vehicle Commission**

RE: \_\_\_\_\_  
          Year                    Make                    Model                    VIN#

I/we hereby acknowledge that the above mention motor vehicle was previously delivered as a manual gift to

\_\_\_\_\_  
(Print Name as it appears on Donee's driver's license or other valid state credential)

as donee.

I/We hereby declare that this was in fact a donation of a motor vehicle by manual as authorized pursuant to La. R.S. 32:705.1 that was accomplished by delivery of the motor vehicle together with the previously issued certificate title, duly endorsed. The parties understand that this manual donation is being submitted to office of motor vehicles in connection with a motor vehicle transaction by a Louisiana Motor Vehicle Commission licensee.

Signed this date on \_\_\_\_\_ of \_\_\_\_\_ 201\_\_\_\_.

\_\_\_\_\_  
Donor (Signature)

\_\_\_\_\_  
Donee (Signature)

\_\_\_\_\_  
Donor (Printed Name)

\_\_\_\_\_  
Donee (Printed Name)

## 19 – A Deceased Person on the Title

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A copy of the heir(s)'s state issued valid driver's license or identification or U.S. military issued identification must be included within the file when the vehicle is being registered in the heir's name.

Items Listed Below Are Needed To Register or Use as Trade:

### Has a succession been opened?:

#### **Scenario 1: Yes- Succession was opened, is closed, and the estate is settled:**

- A **certified copy of a judgment** awarding the vehicle to the customer signed by a judge
- The judgment must include the vehicle description and be certified by the clerk of courts
- In the event a customer does not want to give his original or certified copy from the clerk of courts judgment to the OMV, a RTS employee may cite the original or the certified copy by the clerk of court. We will make a copy and you can return the original to the customer. The original will not leave the dealership or lending institution!

#### **Scenario 2: Yes - Succession has been opened but not closed:**

- Judgment Appointing Independent Administrator or Executor
- **Letters of Testamentary (Independent Administrator \ Executor)**
- A certified copy of the court order naming the Independent Administrator or the executor if vehicle is being disposed of prior to the succession being complete. This person has the right to dispose (sell) the vehicle. The signatures of heirs are not required. The independent administrator/executor can title the vehicle in his name if he chooses.
- If the judgment appoints someone as the administrator or executor without the word "independent", a court order stating approval for this individual to dispose of the vehicle is required. This court order has to be a certified copy.

**Scenario 3: No - Succession has NOT been opened:**

- An **heirship form** must be completed and signed by all heirs and surviving spouse (has to sign in the surviving spouse designated area) and notarized  
*Note: If there is no surviving spouse, this area must be left blank.*
- If there is a will, a copy of the will must be attached.
- A **Copy of the death certificate** or **obituary**

**Scenario 4: The following is required for a small succession**

- An **affidavit of small succession** notarized containing the following:  
*Note: \*\* Cannot be Department of Revenue Form R-3405\*\**
  - The decedent died intestate (no will);
  - The value of the decedent's succession does not exceed \$50,000 (or \$75,000, effective 01/01/2010);
  - The decedent's estate contains movable or immovable property;
  - The decedent's sole heirs are his/her descendants, ascendants, brothers or sisters, or both, or surviving spouse.
  - Signed by the heir
  - Signed by a third party acknowledging the facts
- A **descriptive list** (or inventory) and values of property owned by the decedent at date of death.
- **Copy of Death's Certificate**
- Any required documentation that is applicable to the nature of the ownership transfer

If the documents described in the previous sections awards the vehicle to an individual other than the surviving spouse, the vehicle must be registered in his name in order to receive trade credit. It is not required for the vehicle to be registered in the surviving spouse, independent administrator/executor, or heir's name in order to resell the vehicle.

## **Transfer the vehicle to Spouse/Heir:**

Documents listed below are required to transfer the vehicle to the surviving spouse\heir along with the documents stated above:

- Documentation from scenarios 1-4 listed above
- Signed Vehicle OMV Application (VEH 1799) by surviving spouse\heir
  - Make sure the customer signs the “Duplicate Title Affidavit” if the title is being mailed to a third party (dealership or lender).
- \*\*On back of title the following is required:
  - Surviving spouse\heir(s) signs as buyer
  - Mileage (vehicle less than 10 years old)
  - Address of surviving spouse\heir
  - Enter the date of sale as the date of the judgment, small succession, letters of testamentary or date stated on the death certificate (if heirship form is used)\*
  - \*if the vehicle is being traded in, make sure this date is on or before the date acquired of the new vehicle being purchased.

### **NO TAXES are due.**

*Note: If the title is unavailable, the required documentation in scenarios 1-4 replaces the title.*

## **Transfer the vehicle to a third party:**

Documents listed below are required to transfer the vehicle to a third party along with the documents stated above

- Documentation from scenarios 1-4 listed above.
- Signed OMV Application by donee or buyer.
  - Make sure the customer signs the “Duplicate Title Affidavit” if the title is being mailed to a third party (dealership or lender).
  - A copy of the customer(s)’s state issued valid driver’s license or identification or U.S. military issued identification must be included within the file
- Act of Donation or Bill of sale\*\*\*
- Title, if available\*\* –

- Odometer Statement if vehicle year is less than 10 years old – This is only required if the title is unavailable.
- Lien Documentation, if applicable.

\*\*\*The new owner OWES TAXES if a consideration has been given to the heir for the vehicle.

\*\* If the title is unavailable, the required documentation from scenarios 1-4 replaces the title.

## **Frequently Asked Questions**

- What if there are multiple heirs that reside in different areas throughout the U.S.?
  - You can **submit multiple Heirship forms** where each heir can sign and have it notarized where they live. They can then overnight the heirship form back to you.
- What if there is no title or the title is lost?
  - If there is no title: a duplicate title cannot be issued in a deceased person's name.
  - In order to receive trade credit, the vehicle must be titled to the heir(s).
  - If there are multiple heirs, an act of donation is required if one heir wants to take possession or use the vehicle as trade-in.
  - In order to resell the vehicle, a title is not required. The documents stated above will replace the title.
  - A signed Vehicle Application (1799) and any other applicable documentation is required (Example: bill of sale or act of donation).
- What if there is a title, who signs as seller?
  - **Judgment:** The individual who is awarded the vehicle within the judgment signs as seller on the title / bill of sale or as donor on the act of donation. If a surviving spouse is awarded the vehicle, the judgment must

state the spouse has usufruct. If it does not, all heirs are required to sign as seller.

- **Letters of Testamentary:** The independent administrator/executor signs as seller on the title/bill of sale or as donor on the act of donation.
- **Heirship Form:** If there is a surviving spouse, the surviving spouse signs as seller on the title/bill of sale or as donor on the act of donation. If there is no surviving spouse, all heirs must sign as seller on the title/bill of sale or as donor on the act of donation.
- **Small Succession:** The heir who is awarded the vehicle signs as seller on the title/bill of sale or as donor on the act of donation.

If the vehicle is being used as trade credit for the surviving spouse and you have the title, the surviving spouse signs as seller and the dealer signs as buyer on the back of the title. In order to receive trade credit, a copy of the document must be submitted with the new car file. The original paperwork is needed with the reselling of the trade title. If the title is not available, the vehicle must be titled in the surviving spouse's name.

Remember to witness the back of the title, but only witness if you actually saw the customer sign the document.

### **Help protect your customer's privacy!**

When a judgment or copy of a will is submitted, mark out all the information that does NOT pertain to the vehicle. This includes but not limited to the following: banking account numbers, addresses, social security numbers, etc.

Do NOT alter the document that is the original certified true copy from the clerk of courts. The document should be cited by RTS, copied, and the original return to the customer. Mark out the copy that is submitted with the deal.

### **Resale Title Only:**

A dealer can apply for a resale title only and pay a fee to have the vehicle titled in their name. For non-retail vehicles (I.E. wholesale), we recommend a dealer to title the vehicle in their name when court documents are attached to the vehicle. This will help protect the customer's private information and eliminate the chance of the paperwork getting lost.

## 20 – Out of State Tax Credit

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### Vehicles previously titled Out of State

#### Vehicle Trade

If a customer is trading in a vehicle that has never been registered in Louisiana and the trade vehicle has been registered in another state, ask this question:

Is the customer registering their new vehicle in Louisiana and is the customer a resident of Louisiana?

#### **NO**

The customer is not a resident of LA and is registering the new vehicle in another state. The following must occur:

- Customers sign an “**Affidavit of Residency.**” Make sure you witness.

OR

**Make a copy of the out of state driver’s license or identification of all owners:** Mark out all personal information listed with the exception of the customer name and state

- Sign a “Secure and Limited Power of Attorney.”
- Out of State Title in the customer (s)’s name – Lien must be released on the title or a separate lien satisfaction is required (if applicable) and Customer signs as seller and dealer signs as buyer.

#### **YES**

The customer has a Louisiana address and is registering the new vehicle in Louisiana. The customer is required to register their trade vehicle in Louisiana.

The customer(s) must do the following:

- Sign ‘Limited Power of Attorney’
- Signed Vehicle Application (1799) – Make sure the customer signs twice on the application, once where it states “Applicant’s Signature” and again where it states “Duplicate Title Affidavit”

- Back of Vehicle Application Section F 'Out of State Declaration' must be completed with the owner's name, vehicle description, and date the vehicle was brought into Louisiana. This date will be used as the tax date, which determines when P&I will accrue.
- Submit an Out of State Title in the customer (s)'s name – Lien must be released on the title or a separate lien satisfaction is required (if applicable)
- **A copy of the customer(s)'s state issued valid driver's license or identification or U.S. military issued identification must be included within the file.**

*Note: This is for individuals only, not required if vehicle is registered to a company.*

The customer is a resident of Louisiana. A copy of his/her out of state driver's license or affidavit of residency cannot be used to resell their trade vehicle.

**Simply not giving tax credit on the out of state title trade-in is not sufficient—the vehicle will not have a marketable title for resale until it is registered in Louisiana and taxes are paid.**

**How much will the registration cost in order to receive trade credit?**

- Use tax credit varies depending on the state, refer to the chart to determine proper amount of tax credit.
- Go to your main menu in ERT and click on Fee Estimator. This will allow you to accurately quote a customer on registering their vehicle.
- The tax credit is calculated as long as you complete the required fields (red \*), the value, and the previous state.

**Determining the vehicle value:**

If the NADA book is being used, then the LOAN value is used and a copy of the page must be included in the file.

If the electronic or internet version is being used (NADA, Kelly blue book, etc.) then the Average Trade-In value must be used without subtracting for high mileage.

**\*\***In the instance the credit being given for the trade is less than the amounts received from the above references, then a copy of the bill of sale can be submitted with the file and the value will be based on the trade credit shown.

For calculation purposes only, the date acquired must be the date the vehicle was brought into Louisiana. NOTE: When the vehicle is registered the date of acquired will remain as the original date acquired (the date stated on the front of the title). The tax date will be the date the customer brought the vehicle to Louisiana, which is the date that determines if penalty and interest is due.

*Note: Remember to add the RTS fee.*

## **What documents are needed to transfer an out of state title to a Louisiana title registered to the same person with no change of ownership?**

- A copy of the customer(s)'s state issued valid driver's license or identification or U.S. military issued identification must be included within the file.
- Completed Vehicle OMV APPLICATION (1799) showing a taxable value equal to NADA loan amount (book) or Average Trade amount (electronic or internet), whichever applies or the appraisal amount given by an authorized dealer (Dealers: How much did they give the customer for the trade vehicle?) Pick the lowest amount between the two.
- Date acquired = original Date Acquired stated on the front of the title
- Tax Date = the date the vehicle was brought into Louisiana
- Back of Vehicle Application Section F 'Out of State Declaration' must be completed with the owner's name, vehicle description, and date the vehicle was brought into Louisiana. This date will be used as the tax date, which determines when penalties and interest will accrue.
- Out of state title (released by lien holder if applicable)
- Proof of sales taxes paid (required for some states, refer to chart on page 67 & 68).
- **Lien Documentation, if a lien is being recorded. ELT Participants: Remember to state ELT Code on VEH.**
- **If the title is being mailed to another address than the owner, the customer must sign the duplicate title affidavit authorizing the title to be mailed to this third party address (Mail-to address of the Dealership or Lender) or a title authorization must be submitted.**

**Sample Statement of Residency**

<b>STATEMENT OF RESIDENCY</b>			
_____ MAKE		_____ MODEL	
_____ YEAR	_____ BODY	_____ VIN	
I (WE), THE UNDERSIGNED, WHO SOLD THE ABOVE DESCRIBED VEHICLE, HEREBY STATE THAT I (WE) AM (ARE) NOT RESIDENT(S) OF THE STATE OF LOUISIANA. MY (OUR) ADDRESS IS:			
_____			
_____			
_____			
_____ DATE			
_____ SIGNATURE		_____ WITNESS #1 SIGNATURE	
_____ PRINTED NAME		_____ WITNESS #1 PRINTED NAME	
		_____ WITNESS #2 SIGNATURE	
		_____ WITNESS #2 PRINTED NAME	
AFFIDAVIT BY WITNESS			
BEFORE ME, NOTARY, THE UNDERSIGNED, AFTER BEING DULY SWORN, DID DEPOSE AND SAY THAT HE/SHE IS A WITNESS TO THIS DOCUMENT AND THAT THE SIGNATURES OF THE CUSTOMER AND DEALER REPRESENTATIVE THERETO ARE TRUE AND GENUINE AND AFFIXED HERETO OF THEIR OWN FREE WILL IN THE PRESENCE OF WITNESSES WHOSE NAMES ARE AFFIXED THERETO.			
NOTARY PUBLIC _____	DATE _____	WITNESS _____	
		PRINTED NAME _____	
_____ NOTARY PUBLIC PRINTED NAME AND ID NUMBER OR NOTARY STAMP			

**Vehicle is Previously Registered in another State: Louisiana**  
**Registration Quote****DISCLAIMER**

The information obtained from this program is based on the data that is available at the time of the quote. Any additional taxes or fees that are required at the time of registration are the responsibility of the consumer.

\* Indicates required fields

**Fee Estimator Quote****RTS – LA-OLRS Administration**

Name:	<input type="text"/>		
Address:	<input type="text"/>		
City:*	<input type="text" value="Metairie"/>	Parish:*	<input type="text" value="Jefferson"/>
State:	<input type="text"/>	ZIP:	<input type="text"/>
Cost of Vehicle:*	<input type="text" value="10000.00"/>	Other Taxable Cost:	<input type="text"/>
Amt. of Trade:	<input type="text"/>	Amt. of Rebate:	<input type="text"/>
Notary Fee:	<input type="text"/>	Convenience Fee:	<input type="text"/>
Previous State:	<input type="text" value="FL"/>	<u>NADA Loan Value of Vehicle or Trade in Value:</u>	<input type="text" value="10000.00"/>
Domicile Code:	<input type="text" value="2600"/>		
New lien?*	<input type="radio"/> Yes <input checked="" type="radio"/> No	Tax Rate %:	<input type="text"/>
Type of Lien*	<input type="radio"/> UCC <input type="radio"/> Security Agreement	Vendors	<input type="radio"/> Yes <input checked="" type="radio"/> No
In corp limits?*	<input checked="" type="radio"/> Yes <input type="radio"/> No	Comp?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Type of Plate:*	<input type="text" value="None"/>		
Weight (lb.):	<input type="text"/> (For B Truck Plate only)		
Date Acquired:	<input type="text" value="9"/> / <input type="text" value="17"/> / <input type="text" value="2008"/> (mm/dd/yyyy)		
Effective Date:	<input type="text" value="9"/> / <input type="text" value="17"/> / <input type="text" value="2008"/> (mm/dd/yyyy)		

Bottom of Form

Title Fee:	\$68.50	Sales Tax:	\$875.00
Mortgage Fee:	\$0.00	P + I:	\$0.00
License Fee:	\$0.00	Miscellaneous:	\$0.00
Notary Fee:	\$0.00	Convenience Fee:	\$0.00
Handling Fee:	\$8.00	Vendors Comp:	-\$0.00
Tax Rate:	8.75%	<b><u>Tax Credit:</u></b>	<b><u>-\$600.00*</u></b>

[\\*Click here for important information about tax credit](#)

**Total Tax + Fees:** **\$351.50**

**Vehicle is Previously Registered in another State:**  
**Louisiana Registration Quote, Proof of Taxes Paid from the Previous State is submitted**

**DISCLAIMER**

The information obtained from this program is based on the data that is available at the time of the quote. Any additional taxes or fees that are required at the time of registration are the responsibility of the consumer.

\* Indicates required fields

**Fee Estimator Quote**

Name:	<input type="text"/>		
Address:	<input type="text"/>		
<b><u>City:</u>*</b>	<input type="text" value="New Orleans"/>	<b><u>Parish:</u>*</b>	<input type="text" value="Orleans"/>
State:	<input type="text"/>	ZIP:	<input type="text"/>
<b><u>Cost of Vehicle:</u>*</b>	<input type="text" value="10000.00"/>	Other Taxable Cost:	<input type="text"/>
Amt. of Trade:	<input type="text"/>	Amt. of Rebate:	<input type="text"/>
Notary Fee:	<input type="text"/>	Convenience Fee:	<input type="text"/>
<b><u>Previous State:</u></b>	<input type="text" value="OF"/>	<b><u>NADA Loan Value of Vehicle or Trade-in Value:</u></b>	<input type="text" value="10000.00"/>
Domicile Code:	<input type="text" value="3600"/>		
<b><u>New lien?</u>*</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<b><u>Tax Rate %: (9% - 6%)</u></b>	<input type="text" value="3.0"/>
Type of Lien*	<input type="radio"/> UCC <input type="radio"/> Security Agreement		
<b><u>In corp limits?</u>*</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<b><u>Vendors Comp?</u>*</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b><u>Type of Plate:</u>*</b>	<input type="text" value="Personalized - Truck"/>		
Weight (lb.):	<input type="text"/> (For B Truck Plate only)		
Date Acquired:	<input type="text" value="9"/> / <input type="text" value="17"/> / <input type="text" value="2008"/>	(mm/dd/yyyy)	
Effective Date:	<input type="text" value="9"/> / <input type="text" value="17"/> / <input type="text" value="2008"/>	(mm/dd/yyyy)	

Calculate

Clear

Title Fee:	\$68.50	Sales Tax:	\$300.00
Mortgage Fee:	\$0.00	P + I:	\$0.00
License Fee:	\$0.00	Miscellaneous:	\$0.00
Notary Fee:	\$0.00	Convenience Fee:	\$0.00
Handling Fee:	\$8.00	Vendors Comp:	-\$0.00
<b><u>Tax Rate:</u></b>	<b><u>3.00%</u></b>	Tax Credit: (6% Paid in the Previous State)	-\$1.00*

[\\*Click here for important information about tax credit](#)

**Total Tax + Fees:**                      **\$375.50**

**Tax Credit Chart: Reciprocal Agreement with Other States**

<u>State</u>	<u>State Code</u>	<u>% Rate of Tax Credit**</u>
Alabama	AL	2 %
*Alaska	AK	*Proof of taxes paid is required
Arizona	AZ	5.6 %
Arkansas	AR	6 %
California	CA	7.5 %
Colorado	CO	2.9 %
Connecticut	CT	6 %
Delaware	DE	3.25 %
*District of Columbia	DC	*6-8 Proof of taxes paid is required
Florida	FL	6 %
Georgia	GA	4 %
Hawaii	HI	4 %
Idaho	ID	6 %
Illinois	IL	6.25 %
Indiana	IN	6 %
Iowa	IA	5%
Kansas	KS	5.30 %
Kentucky	KY	6 %
Maine	ME	5 %
Maryland	MD	5 %
Massachusetts	MA	5 %
Michigan	MI	6 %
Minnesota	MN	6.50 %
Mississippi	MS	4 %
Missouri	MO	4.23 %
*Montana	MT	*Proof of taxes paid is required
Nebraska	NE	5.50 %
*Nevada	NV	*Proof of taxes paid is required
*New Hampshire	NH	*Proof of taxes paid is required
New Jersey	NJ	7 %
New Mexico	NM	3 %
New York	NY	4 %
North Carolina	NC	3 % (maximum \$1000.00)
North Dakota	ND	5 %
Ohio	OH	5.5 %
Oklahoma	OK	3.25 %
*Oregon	OR	*Proof of taxes paid is required
Pennsylvania	PA	6 %
Rhode Island	RI	7 %
South Carolina	SC	5 % (maximum \$300.00)
South Dakota	SD	4 %
Tennessee	TN	7 %
Texas	TX	6.25 %
*Utah	UT	*Proof of taxes paid is required

**\*Out of State Transfers of Leased Vehicles will require Proof of Sales Tax Paid**

**Tax Credit Chart, Continued**

<b><u>State</u></b>	<b><u>State Code</u></b>	<b><u>% Rate of Tax Credit**</u></b>
Vermont	VT	6 %
Virginia	VA	3 %
*Washington	WA	*Proof of taxes paid is required
West Virginia	WV	5 %
Wisconsin	WI	5 %
Wyoming	WY	4 %

**\*Out of State Transfers of Leased Vehicles will require Proof of Sales Tax Paid**

**References**

**\*State "Proof of taxes paid" is required** in order to receive any tax credit on the LA registration. Certificate of Title is not considered proof of taxes paid. Proof of Taxes Paid is considered one of the following: receipt from the taxing authority, or the paid tax amount is stated on a registration, bill of sale or invoice. One of these documents must be submitted within the file in order to apply the tax percentage that was paid in the previously registered state to the LA registration.

**\*\*% Rate of Tax Credit** – The maximum % of tax credit for each particular state that can be applied to a LA registration when proof of taxes paid HAS NOT BEEN SUBMITTED.

## 21 – Active Duty Military

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### Vehicles Used as Trade

#### **Vehicle registered within USA to active duty military**

If a customer is serving in the United States military on active duty and has a vehicle registered in the United States, the customer can receive trade credit without payment of taxes.

The following items are required by the customer to register a vehicle (previously registered in another state in their name) and use as a trade-in.

- Signed OMV Application (Form DPSMV 1799) showing state fees and mail-to the dealership.
- Title in the customer's name (Out of state title).
- Proof of military status: One of the following documents: Active military identification, letter from commanding officer stating that he/she is an active member of the armed forces, or copy of his/her current orders.
- If the title is being mailed to another address other than the owner, the customer must sign the duplicate title affidavit authorizing the title to be mailed to this third party address (Mail-to address of the Dealership or Lender) or a title authorization must be submitted.

When the above requirements are met, NO TAXES are to be charged in registering his/her trade vehicle in Louisiana. (ONLY Title Fees of \$76.50 will be due).

Refer to Section IV Policy 50.00, for more information.

#### **Vehicle registered in another country to active duty military**

If a customer is serving in the United States military on active duty and has a vehicle registered in another country, the requirements listed in **DPS Policy - Section IV Policy 41.00** must be met, regardless if the customer wants trade credit or not. Then ask the customer if she/he wants trade credit:

- The customer wants trade credit: Vehicle was never registered in the United States. The customer owes full state and parish taxes on the trade-in value (a copy of the dealer's invoice stating the trade information and amount) or the

NADA Loan Value (book version) or NADA Average Trade value (electronic and internet version) whichever amount is lower. Either printout is required to be within the file.

- The customer does not want trade credit: The vehicle can be registered for resale purposes only to the dealership. Proof of military status, Request for Resale Title Only affidavit, and a Vehicle Application signed by the dealership are required.

## Vehicles Purchased

When a vehicle is being registered for the first time to an individual who is on active duty in the military, taxes are due. This vehicle was not registered previously to the individual in another state. This includes vehicles that are purchased from a dealer or individual.

## Vehicles being used for road use – a license plate is being issued

If a customer is serving in the United States military on active duty and has a vehicle registered in the United States, the customer is required to submit **proof of taxes paid** when the vehicle is being used for **road use (the customer is keeping the vehicle and a license plate is being issued)**. Along with proof of taxes paid, the documentation stated in Section A is required.

If proof of taxes paid is not submitted, road use tax is due. Refer to the Tax Credit Chart located on the LA-OLRS Main Menu under Forms then Charts. Also, refer to Chapter 20 Out of State Tax Credit.

## 22 – Reconstruction of a Salvaged Vehicle

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In November of 2010, The Office of Motor Vehicles has updated the process to handle the Rebuilt Salvaged Vehicles Policy, # IV 42.01.

RTS have updated the related forms and they can be found on the LA-OLRS menu under Forms > Disclosure Statements.

Below is an excerpt from Policy IV 42.01 (Updated 10/5/2010). It provides some specific information in relation to the new requirements.

- Salvage Title
- An Affidavit of Physical Inspection: The physical inspection must be performed by a full-time Peace Officer Standards and Training (P.O.S.T.) certified law enforcement officer who has been certified by the Department of Public Safety and Corrections, Office of State Police, to inspect motor vehicles. Refer to Chapter 23 on Physical Inspections.
- Bill of sale for the vehicle
- An Application for a Salvage-Reconstructed Motor Vehicle: This form includes the following sections:
  - Owner Information
  - Vehicle Information
  - Rebuilder Information
  - A statement of repairs indicating that the vehicle has been repaired
  - Disclosure of Salvage/Reconstructed/Water Damaged/Hail-Damaged
    - When a file is submitted to have the vehicle initially branded as a reconstructed vehicle, all sections of the form must be completed. If any section of this form is not complete it will result in the file being rejected.
    - Upon transfer of a title previously branded as reconstructed, the owner information section, vehicle information section and disclosure section of the form will be required. Section G on the

back of the VEH can be used in lieu of this form when the title has already been branded.

- A reconstructed parts list: This form must indicate all major component parts replaced in the reconstruction of the vehicle. For each part the following will be required:
  - If the part was removed from another vehicle the V.I.N for the donor vehicle must be indicated on the form.
  - The person from whom the part was purchased.
  - The date the part was purchased.
- Receipts for all other parts used in the reconstruction of the vehicle must be provided:
  - A bill of sale as evidence of acquisition for all parts used to restore the vehicle. If a receipt cannot be provided for the part utilized to restore the vehicle a notarized affidavit to that fact must be submitted.
  - If a vehicle branded as “salvage” is purchased after vehicle repairs are made, and the purchaser is not able to provide receipts of the repairs, and affidavit to that effect may be submitted in lieu of receipts and a statement of repairs.
- If a vehicle transfer occurs, the following is required:
  - A copy of the customer(s)’s state issued valid driver’s license or identification or U.S. military issued identification must be included within the file



## RECONSTRUCTED PARTS LIST

OWNER: \_\_\_\_\_

Vehicle ID Number (VIN): \_\_\_\_\_

☐ No Major component parts required for vehicle to be restored to operating condition

Major component parts are as follows:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Air Bag Right        | <input type="checkbox"/> Door (Rear Right)         | <input type="checkbox"/> Hood                            |
| <input type="checkbox"/> Air Bag Left         | <input type="checkbox"/> Door (Rear Left)          | <input type="checkbox"/> Interior (seats & upholstery)   |
| <input type="checkbox"/> Air Bag Side - Right | <input type="checkbox"/> Door (At back of vehicle) | <input type="checkbox"/> Nose Assembly                   |
| <input type="checkbox"/> Air Bag Side - Left  | <input type="checkbox"/> Door (Back Multiple)      | <input type="checkbox"/> Pickup Truck Bed                |
| <input type="checkbox"/> Bumper (Front)       | <input type="checkbox"/> Door (Sliding / Cargo)    | <input type="checkbox"/> Quarter Panel (rear right-auto) |
| <input type="checkbox"/> Bumper (Rear)        | <input type="checkbox"/> Engine                    | <input type="checkbox"/> Quarter Panel (rear left-auto)  |
| <input type="checkbox"/> Dash                 | <input type="checkbox"/> Fender (Front Right)      | <input type="checkbox"/> Transmission                    |
| <input type="checkbox"/> Door (Front Right)   | <input type="checkbox"/> Fender (Front Left)       |  |
| <input type="checkbox"/> Door (Front Left)    | <input type="checkbox"/> Frame                     |  |

Describe below any checked item above

PARTS DESCRIPTION

VIN# for Component Part(s) Used

_____	_____
Purchased from and date of purchase _____	_____
_____	_____
Purchased from and date of purchase _____	_____
_____	_____
Purchased from and date of purchase _____	_____
_____	_____
Purchased from and date of purchase _____	_____
_____	_____
Purchased from and date of purchase _____	_____
_____	_____
Purchased from and date of purchase _____	_____
_____	_____
Purchased from and date of purchase _____	_____
_____	_____
Purchased from and date of purchase _____	_____
_____	_____
Purchased from and date of purchase _____	_____
_____	_____
Purchased from and date of purchase _____	_____
_____	_____

**NOTE:** Replacement of any major component part(s) may disallow a reconstructed title and require the vehicle to be assembled and the title be branded as such.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DPSMV 1635 R(0213)

## 23 – Physical Inspection

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Effective July 1, 2010, ACT 435 became law and the legal requirements for performing and processing affidavits of physical inspection on motor vehicles has changed. This law was written to combat fraud and specifies that only commissioned law enforcement officers who have completed a physical inspection course of instruction taught by the Department of Public Safety, Office of State Police, can perform physical inspections on motor vehicles.

**DPSSP 3515 (R9/09) triplicate form** is the only approved form, as of July 1, 2010, to be used to conduct Physical Inspections. This form consists of a White copy, a Pink copy, and a Yellow copy.

The **Yellow copy** is issued to the person requesting the Physical Inspection. This Yellow copy is required to be included with the paperwork that is submitted to RTS.

**THIS ONLY APPLIES TO MOTOR VEHICLE TRANSACTIONS THAT REQUIRE PHYSICAL INSPECTIONS.**

*Note: The date on the physical inspection MUST be PRIOR to July 1, 2010 in order for the old form to be accepted.*

**Here are some of the transactions that require Physical Inspections:**

- Reconstructing a salvaged vehicle
- Title corrections – depending upon the nature of the correction – not a requirement for all title corrections
- VIN # of the vehicle failed the digit check within the State's system
- Permit to Sell
- Converting an off road motorcycle to street-use or vice versa
- Assembled vehicles

*Note: This is not a complete list. If you have any questions or concerns, please call the RTS office manager.*

## 24 – Official Fees

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### Charged by the Dealer

Document Fee (RS 6:969.18):	\$UP to 200.00
Notary Fee (RS 6:969.18):	\$UP to 15.00
Convenience Fee (RS 47:532.1):	\$UP to 18.00
ELT Fee (RS 6:969.18):	Lender will notify dealer of appropriate fee, if any.
Temp Tag (In Sets of 25):	\$ 4.00 each
Inspection Fee:	\$Varies by Parish
Tire Fee: (Only concerning New Vehicles)	\$2.00 per Tire

### Charged by the Lender

Document Fee (RS 9:3530):	\$Up to \$20.00
Notary Fee (RS 6:969.18, RS 9:3530):	\$UP to 15.00
Convenience Fee (RS 47:532.1):	\$UP to 18.00
ELT Fee (RS 6:969.18):	\$ Charge for every lien recorded with your ELT Code

Make sure to notify dealers of your ELT Code and the fee to collect from the customer.

Temp Tag (In Sets of 25):	\$ 4.00 each
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**Always consult with your legal counsel concerning Truth and Lending Laws.**

## LA Office Of Motor Vehicles (OMV)

Certificate of Title:	\$68.50
State Handling Fee:	\$8.00
Duplicate Title:	\$76.50
Duplicate Registration:	\$12.00
Other Lien Recordation\ Cancellation	\$10.00
UCC1 Lien Recordation	\$15.00
State Sales Tax	4% of the Taxable Value (TV)
Parish Sales Tax	\$ % of TV Varies on Customer's Domicile
License (Car) Plate	\$Refer to chart
Commercial Plate	\$10.00
Truck Plate: GVWR or GCWR < 6000 Lbs.	\$40.00
B Plate: GVWR or GCWR 6001 – 10000 Lbs.	\$112.00
B Plate: GVWR or GCWR > 10001 Lbs.	\$Refer to Chart
Motorcycle Plate	\$12.00
Off Road Decal	\$12.00
Private Bus (Motor Home)	\$50.00
Handicap Plate	\$10.00
License Transfer:	\$3.00

**TV = Cost of Vehicle + Taxable Items listed on invoice - Trade Allowance – Rebate**

## 25 – License Plate Fees

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**Automobile Plate:**

\$Determine by selling price 2-year plate. (Including Cars, SUVs, and Vans)

**Truck Plate:**

\$40 for 4 year staggered plate: Any truck that has a GVWR or GCWR of less than 6000 lbs.

**B Plate:**

\$112.00 for 4 year staggered plate: Any truck with a GVWR or GCWR between 6001 and 10000 Lbs.

**Commercial Plate:**

\$10 for 1-year plate: Any SUV, Van, Car, which is used for commercial use

**Handicap Plate:**

\$10 for 2-year plate: Owner must submit the required documents

**Motorcycle Plate:**

\$12 for 4-year plate: "Highway Use" Motorcycles

**Off Road Decal:**

\$12 for 4-year decal sticker: "Non-Highway Use" ATVs, motorcycles, mules, etc.

**Private Bus:**

\$50.00 for a 2-year plate: Issued to self-propelled recreational vehicles (Motor Homes)

*Note: For commercial vehicles, indicate on the VEH the type of plate needed: Commercial or Auto. If it is not indicated on the VEH, we will issue the plate type based on the fee that was charged by the dealer/financial institution.*

## Auto License Plate Fee Chart

All Cars					All Cars				
Vehicle Selling Price				License Fee	Vehicle Selling Price				License Fee
From		To			From		To		
\$ -	to	\$ 10,499		\$ 20	\$ 33,500	to	\$ 34,499		\$ 68
\$ 10,500	to	\$ 11,499		\$ 22	\$ 34,500	to	\$ 35,499		\$ 70
\$ 11,500	to	\$ 12,499		\$ 24	\$ 35,500	to	\$ 36,499		\$ 72
\$ 12,500	to	\$ 13,499		\$ 26	\$ 36,500	to	\$ 37,499		\$ 74
\$ 13,500	to	\$ 14,499		\$ 28	\$ 37,500	to	\$ 38,499		\$ 76
\$ 14,500	to	\$ 15,499		\$ 30	\$ 38,500	to	\$ 39,499		\$ 78
\$ 15,500	to	\$ 16,499		\$ 32	\$ 39,500	to	\$ 40,499		\$ 80
\$ 16,500	to	\$ 17,499		\$ 34	\$ 40,500	to	\$ 41,499		\$ 82
\$ 17,500	to	\$ 18,499		\$ 36	\$ 41,500	to	\$ 42,499		\$ 84
\$ 18,500	to	\$ 19,499		\$ 38	\$ 42,500	to	\$ 43,499		\$ 86
\$ 19,500	to	\$ 20,499		\$ 40	\$ 43,500	to	\$ 44,499		\$ 88
\$ 20,500	to	\$ 21,499		\$ 42	\$ 44,500	to	\$ 45,499		\$ 90
\$ 21,500	to	\$ 22,499		\$ 44	\$ 45,500	to	\$ 46,499		\$ 92
\$ 22,500	to	\$ 23,499		\$ 46	\$ 46,500	to	\$ 47,499		\$ 94
\$ 23,500	to	\$ 24,499		\$ 48	\$ 47,500	to	\$ 48,499		\$ 96
\$ 24,500	to	\$ 25,499		\$ 50	\$ 48,500	to	\$ 49,499		\$ 98
\$ 25,500	to	\$ 26,499		\$ 52	\$ 49,500	to	\$ 50,499		\$ 100
\$ 26,500	to	\$ 27,499		\$ 54	\$ 50,500	to	\$ 51,499		\$ 102
\$ 27,500	to	\$ 28,499		\$ 56	\$ 51,500	to	\$ 52,499		\$ 104
\$ 28,500	to	\$ 29,499		\$ 58	\$ 52,500	to	\$ 53,499		\$ 106
\$ 29,500	to	\$ 30,499		\$ 60					
\$ 30,500	to	\$ 31,499		\$ 62	Truck 6000 lbs. or less - 4 YR.				\$ 40
\$ 31,500	to	\$ 32,499		\$ 64	Commercial Plate - 1 YR.				\$ 10
\$ 32,500	to	\$ 33,499		\$ 66	Handicap Plate - 2 YR.				\$ 10

## Weighted - B Plates

All TRUCKS being registered to individuals and for commercial use with a GROSS VEHICLE WEIGHT RATING (GVWR) of OVER 6000 LBS must have a B PLATE.

If the customer is towing a trailer, boat, etc. or hauling equipment, etc., this weight must be added to the GVWR, creating the Gross Combined Weight Rating (GCWR).

The WEIGHT of the B PLATE (GVWR or GCWR) must be stated on the LA Vehicle Application (1799) in the model/weight field. If the weight is not stated on the VEH for Trucks, we are required to REJECT the file.

### Definition of Weight Rating

- Gross Vehicle Weight (GVWR): the net weight of the vehicle, plus the weight of the passengers, fuel, cargo and any additional accessories. This rating is set by the vehicle manufacturer and is shown on the MSO as the GVWR or by adding the Shipping Weight and Capacity together.
- Gross Combined Weight Rating (GCWR): the maximum allowable combined mass of a towing road vehicle, passengers and cargo in the tow vehicle, plus the mass of the trailer and cargo in the trailer.
- For new vehicles: Refer to the Certificate of Origin for the GVWR. If the GVWR is blank, add the Shipping Weight and Capacity together.
- For used vehicles: Refer to the driver's side door jamb of the vehicle or the owner's manual.

### Expiration

B PLATES issued to trucks with a GVWR or GCWR of over 10000 Lbs. expire yearly in JUNE. B Plates issued to trucks with a GVWR or GCWR between 6001 to 10000 Lbs. have a 4 year staggered expiration.

### Plate Fees

**Trucks over 10000 Lbs.** This prorated fee is determined by the WEIGHT and when (month) the trucks are purchased. \$10 is the minimum OMV charge of the Prorated B Plate. **Trucks 60001 – 10000 Lbs.:** \$112.00.

## **Inform your customers**

RTS recommends the following:

- Inform the customer that registering the truck with the incorrect weight can possibly lead to a violation ticket being issued by law enforcement,
- Ask customer: “Are you planning to tow or haul anything with this vehicle?”
- Have customer fill out the “Weighted License Plate Acknowledgement Form”.
- Refer to the end of this Chapter and Section for the form. This form is also located on the LA-OLRS Main Menu under Forms > Dealers and Financial Institutions.

## **Commercial Use Verses Non-Commercial Use B License Plate Summary**

### **The vehicle is being used for commercial use:**

<b><u>Vehicle Type</u></b>	<b><u>Plate Options</u></b>
Car	2 YR Auto (Fee based on the SPOV) or 1 YR Commercial (Fee \$10.00)
SUV	2 YR Auto (Fee based on the SPOV) or 1YR Commercial (Fee \$10.00)
Van	2 YR Auto (Fee based on the SPOV) or 1 YR Commercial (Fee \$10.00)
Truck (GVWR under 6000 lbs.)	4 YR Truck (Fee \$40.00)
Truck (GVWR 6001 – 10000 lbs.)	4 YR Truck (Fee \$112.00)
Truck (GVWR over 10001 lbs.)	June Expiration B Plate (Fee based on weight, Refer to Chart)

### **The vehicle is NOT being used for commercial use:**

<b><u>Vehicle Type</u></b>	<b><u>Plate Options</u></b>
Car	2 YR Auto (Fee based on the SPOV)
SUV	2 YR Auto (Fee based on the SPOV)
Van	2 YR Auto (Fee based on the SPOV)

Truck (GVWR under 6000lbs)	4 YR Truck (Fee \$40.00)
Truck (GVWR 6001 – 10000 lbs.)	4 YR Truck (Fee \$112.00)
Truck (GVWR over 10001 lbs.)	June Expiration B Plate (Fee based on weight, Refer to Chart)

### **To Calculate the B Plate Fee**

Log into <https://ert.autotitle.com/> and click on LA Fee Estimator on the Main Menu or Refer to the B Plate Fee Chart located under Forms and then Charts.

### **Inform your customers**

- Registering the truck with the incorrect weight can possibly lead to a violation ticket being issued by law enforcement.
- The plate will need to be renewed in June. It expires June 30.
- Have the customer sign the Weighted License Plate Acknowledgement Form. This form is located on the LA-OLRS Main Menu under Forms > Dealers and Financial Institutions

**For TRUCKS ONLY write the weight on the VEH in the Model/Weight field. The file will be REJECTED if left blank.**

Refer to the following LA DPS OMV Policies:

Section V Number:	3.00	Commercial License Plates
Section V Number:	28.00	Truck/Tractor License Plates
Section V Number:	28.05	Private Trucks Over 6000 Pounds
Section V Number:	28.07	Minimum Weight Truck Plates
Section V Number:	31.00	Vans, Private Buses, & Sport Utility Vehicles
Section V Number:	38.00	Automobile License Plates

## Weighted License Plate Acknowledgement Form

---

---

Year

---

Make

---

Model

---

Body

---

Vehicle Identification Number

I / We, the undersigned, acknowledge the weight of my license plate for the above stated vehicle is the following:

\_\_\_\_\_.

**GCWR – Defined below**

I / We, the undersigned, is fully aware my license plate **EXPIRES** \_\_\_\_\_ and registering the vehicle with the incorrect weight can possibly lead to a violation ticket being issued by law enforcement.

---

Vehicle Owner Signature

Date

---

Printed Name

---

Vehicle Owner Signature

Date

---

Printed Name

**Definition of Weight Rating:**

Gross Vehicle Weight (GVWR) - the net weight of the vehicle, plus the weight of the passengers, fuel, cargo and any additional accessories.

Gross Combined Weight Rating (GCWR) – the maximum allowable combined mass of a towing road vehicle, passengers and cargo in the tow vehicle, plus the mass of the trailer and cargo in the trailer.

**In accordance to LA OMV Policy & Procedure, Trucks with a GVWR or GCWR greater than 6000 lbs. are required to have a B (C) Plate:**

**6001 – 10000 LBS = 4 Year Staggered B Plate \$112.00.**

**OVER 10000LBS = June Expiration Fee Determined by Weight**

**LA DPS OMV Policy:      Section V # 28.00 Section V #28.05 Section V #28.07**

## B (C) Plate Chart

### GVWR or CGWR 10100 - 13900LBS

WEIGHT	JAN	FEB	MAR	APRIL	Yearly Fee May / June/ July	AUG	SEPT	OCT	NOV	DEC
10100	19.19	15.99	12.79	10.00	38.38	35.18	31.98	28.79	25.59	22.39
10200	19.38	16.15	12.92	10.00	38.76	35.53	32.30	29.07	25.84	22.61
10300	19.57	16.31	13.05	10.00	39.14	35.88	32.62	29.36	26.09	22.83
10400	19.76	16.47	13.17	10.00	39.52	36.23	32.93	29.64	26.35	23.05
10500	19.95	16.63	13.30	10.00	39.90	36.58	33.25	29.93	26.60	23.28
10600	20.14	16.78	13.43	10.07	40.28	36.92	33.57	30.21	26.85	23.50
10700	20.33	16.94	13.55	10.17	40.66	37.27	33.88	30.50	27.11	23.72
10800	20.52	17.10	13.68	10.26	41.04	37.62	34.20	30.78	27.36	23.94
10900	20.71	17.26	13.81	10.36	41.42	37.97	34.52	31.07	27.61	24.16
11000	20.90	17.42	13.93	10.45	41.80	38.32	34.83	31.35	27.87	24.38
11100	21.09	17.58	14.06	10.55	42.18	38.67	35.15	31.64	28.12	24.61
11200	21.28	17.73	14.19	10.64	42.56	39.01	35.47	31.92	28.37	24.83
11300	21.47	17.89	14.31	10.74	42.94	39.36	35.78	32.21	28.63	25.05
11400	21.66	18.05	14.44	10.83	43.32	39.71	36.10	32.49	28.88	25.27
11500	21.85	18.21	14.57	10.93	43.70	40.06	36.42	32.78	29.13	25.49
11600	22.04	18.37	14.69	11.02	44.08	40.41	36.73	33.06	29.39	25.71
11700	22.23	18.53	14.82	11.12	44.46	40.76	37.05	33.35	29.64	25.94
11800	22.42	18.68	14.95	11.21	44.84	41.10	37.37	33.63	29.89	26.16
11900	22.61	18.84	15.07	11.31	45.22	41.45	37.68	33.92	30.15	26.38
12000	22.80	19.00	15.20	11.40	45.60	41.80	38.00	34.20	30.40	26.60
12100	22.99	19.16	15.33	11.50	45.98	42.15	38.32	34.49	30.65	26.82
12200	23.18	19.32	15.45	11.59	46.36	42.50	38.63	34.77	30.91	27.04
12300	23.37	19.48	15.58	11.69	46.74	42.85	38.95	35.06	31.16	27.27
12400	23.56	19.63	15.71	11.78	47.12	43.19	39.27	35.34	31.41	27.49
12500	23.75	19.79	15.83	11.88	47.50	43.54	39.58	35.63	31.67	27.71
12600	23.94	19.95	15.96	11.97	47.88	43.89	39.90	35.91	31.92	27.93
12700	24.13	20.11	16.09	12.07	48.26	44.24	40.22	36.20	32.17	28.15
12800	24.32	20.27	16.21	12.16	48.64	44.59	40.53	36.48	32.43	28.37
12900	24.51	20.43	16.34	12.26	49.02	44.94	40.85	36.77	32.68	28.60
13000	24.70	20.58	16.47	12.35	49.40	45.28	41.17	37.05	32.93	28.82

***Trucks that are sold in January through April and are registered after May 1<sup>st</sup> collect the prorated fee along with the yearly fee.***

## B (C) Plate Chart

### GVWR or CGWR 13100 – 16100 LBS

WEIGHT	JAN	FEB	MAR	APRIL	Yearly Fee May / June/ July	AUG	SEPT	OCT	NOV	DEC
13100	24.89	20.74	16.59	12.45	49.78	45.63	41.48	37.34	33.19	29.04
13200	25.08	20.90	16.72	12.54	50.16	45.98	41.80	37.62	33.44	29.26
13300	25.27	21.06	16.85	12.64	50.54	46.33	42.12	37.91	33.69	29.48
13400	25.46	21.22	16.97	12.73	50.92	46.68	42.43	38.19	33.95	29.70
13500	25.65	21.38	17.10	12.83	51.30	47.03	42.75	38.48	34.20	29.93
13600	25.84	21.53	17.23	12.92	51.68	47.37	43.07	38.76	34.45	30.15
13700	26.03	21.69	17.35	13.02	52.06	47.72	43.38	39.05	34.71	30.37
13800	26.22	21.85	17.48	13.11	52.44	48.07	43.70	39.33	34.96	30.59
13900	26.41	22.01	17.61	13.21	52.82	48.42	44.02	39.62	35.21	30.81
14000	26.60	22.17	17.73	13.30	53.20	48.77	44.33	39.90	35.47	31.03
14100	26.79	22.33	17.86	13.40	53.58	49.12	44.65	40.19	35.72	31.26
14200	26.98	22.48	17.99	13.49	53.96	49.46	44.97	40.47	35.97	31.48
14300	27.17	22.64	18.11	13.59	54.34	49.81	45.28	40.76	36.23	31.70
14400	27.36	22.80	18.24	13.68	54.72	50.16	45.60	41.04	36.48	31.92
14500	27.55	22.96	18.37	13.78	55.10	50.51	45.92	41.33	36.73	32.14
14600	27.74	23.12	18.49	13.87	55.48	50.86	46.23	41.61	36.99	32.36
14700	27.93	23.28	18.62	13.97	55.86	51.21	46.55	41.90	37.24	32.59
14800	28.12	23.43	18.75	14.06	56.24	51.55	46.87	42.18	37.49	32.81
14900	28.31	23.59	18.87	14.16	56.62	51.90	47.18	42.47	37.75	33.03
15000	28.50	23.75	19.00	14.25	57.00	52.25	47.50	42.75	38.00	33.25
15100	28.69	23.91	19.13	14.35	57.38	52.60	47.82	43.04	38.25	33.47
15200	28.88	24.07	19.25	14.44	57.76	52.95	48.13	43.32	38.51	33.69
15300	29.07	24.23	19.38	14.54	58.14	53.30	48.45	43.61	38.76	33.92
15400	29.26	24.38	19.51	14.63	58.52	53.64	48.77	43.89	39.01	34.14
15500	29.45	24.54	19.63	14.73	58.90	53.99	49.08	44.18	39.27	34.36
15600	29.64	24.70	19.76	14.82	59.28	54.34	49.40	44.46	39.52	34.58
15700	29.83	24.86	19.89	14.92	59.66	54.69	49.72	44.75	39.77	34.80
15800	30.02	25.02	20.01	15.01	60.04	55.04	50.03	45.03	40.03	35.02
15900	30.21	25.18	20.14	15.11	60.42	55.39	50.35	45.32	40.28	35.25
16000	30.40	25.33	20.27	15.20	60.80	55.73	50.67	45.60	40.53	35.47
16100	30.59	25.49	20.39	15.30	61.18	56.08	50.98	45.89	40.79	35.69

***Trucks that are sold in January through April and are registered after May 1<sup>st</sup> collect the prorated fee along with the yearly fee.***

## Motorcycle \ Off- Road Vehicles \ Trailer Plate Fees

### Motorcycle License Plates

- Costs \$12.00
- Expires in four years
- Motorcycle must be manufactured for highway use.

### Off- Road Vehicles Decals

- Off Road Decal: \$12.00 (expires in four years)

### Trailer Plates

- **Ident:** Includes also all boat trailers (boat weight plus trailer weight) weighing more than 1500lbs
  - 1 Year: Expires in June \$10.00
  - 4 Year: Expires in June \$40.00
  - Permanent: No Expiration \$70.00
- **Boat Trailer:** Expires in 4 years \$25.00  
Boat and trailer weigh less than 1500 lbs.

## Handicap Plates and Transfer of Handicap Plates

Follow the below steps to complete these transactions regarding Handicap Plates:

### Transfer Handicap plate

- Write the handicap plate number that is being transferred on the VEH (1799 Application)
- If a customer wants to transfer a handicap plate that is registered in their name and/or someone else's name (two registered owners stated on the registration), customer must provide a copy of the registration or Vehicle Record Inquiry printout of the plate being transferred
- If a customer wants to transfer a plate that has a DH (Designated Handicap) flag on the record, customer must provide a Designated Handicap Form signed by the handicap person and the registered owner.

## **Customer has a Handicap Plate and wants a new one**

If the customer already has a handicap plate in their name:

- Write on the VEH (1799 Application) Second Handicap Plate Needed.
- **Remember the customer can only have two active handicap plates (non-expired or non-canceled) in their name.**

## **Customer has a Handicap Placard and now wants a handicap plate**

If a customer has a handicap placard ID card, always look at the issue date versus the expiration date. The time period must be at least within four years in order to receive a handicap plate.

The following documents are required:

- A copy of the handicap placard ID card
- A copy of the person's driver license or state id

## **Customer wants a Handicap Plate for the first time**

Requires a **currently dated** Medical Examiner's Certification of Mobility Impairment:

- The permanent box must be checked.
- The certificate must be completed in its entirety (make sure the physician's state license number is stated) and signed by a licensed physician.

## **Disabled Veterans**

An affidavit from the Veterans Affairs Office attesting to the veteran's disability of 50% or more replaces the Medical Examiner's Certification of Mobility Impairment. A disabled veteran is considered to have a permanent impairment.

## **Personalized License Plates**

### **Who can receive a personalized license plate?**

The plates are issued for automobiles, motorcycles, trucks up to 16000 lbs., vans and motor homes.

- These plates are issued on a first come, first serve basis. Identical personalized prestige plates cannot be issued, and if the character configuration is on a personalized dealer plate.
- There are no eligibility restrictions for personalized prestige license plates.

**What are the requirements on choosing a personalized plate?**

- CANNOT carry a connotation offensive to good taste and decency
- CANNOT have more than 7 characters
- Characters defined as 26 English alpha and numeric characters
- Must have at least two (2) alpha characters (not as a prefix followed by numbers; and cannot contain a regular plate sequence, three numbers followed by three alpha or three alpha followed by three numbers)
- Periods and/or dashes count as part of the seven (7) characters allowed
- One free space or two half-spaces are allowed if six (6) characters are used
- If all seven (7) characters are used, there can be no free space

**Can a personalized plate have only one number or letter on it?**

Yes, It Can!!! The cost of the plate is more, \$250.00 per year in addition to other regular registration fees.

As a reminder: Identical personalized prestige plates cannot be issued.

**What is required to apply for a Personalized Plate?****Vehicle that is already registered:**

- Completed and Signed by the customer DPSMV 1619 (Request for Personalized Prestige License Plate) form
- OMV Application signed by the customer (1799)

**Vehicle that is not registered in the customer's name:**

- Proper title documentation to register the vehicle
- Completed and Signed by the customer DPSMV 1619

*Note: The customer will be issued a regular license plate. It is required to keep this plate during the personalized license plate process.*

**When will the customer receive their plate?**

RTS sends the required documentation to the OMV Headquarters in Baton Rouge on a weekly basis. We then will bill our clients for the personalized plate at the time it is forwarded to DPS Office of Motor Vehicles Headquarters.

Since it takes approximately 4-6 months for a personalized prestige license plate to be manufactured, the applicant must have a current license plate on the vehicle before ordering this type plate.

Inform your customer it may take up to five months to receive his\her personalized plate.

*Note: You may call RTS at any time to inquire about the status of the Customer's plate.*

**What is the cost of the personalized plate? \$11.50 DPS handling and administration fee along with the amounts listed below:**

Automobiles \$50 plus regular plate fee (refer to plate chart)  
every two (2) years

Trucks (GVWR less than 6000 lbs.): \$140 every four (4) years

Motorcycles: \$112 every four (4) years

Motor Homes: \$100 fee every two (2) years

Trucks having a gross weight of 6,001 to 10,000 pounds:

- \$212.00
- Expires in four years

Trucks having a gross weight of 10,001 to 16,000 pounds:

- \$100.00 plus B plate yearly fee based on weight X 4
- Expires in four years

**Is a Personalized Plate Transferable?**

- Yes. The vehicle must be registered in the owner's name.
- If the plate is expired, RTS can renew and transfer the plate to the newly purchased vehicle. Make sure to collect the transfer fee and the cost of the personalized license plate.
- Personalized Plates can be transferred between motor vehicle owners ONLY when a close family relationship (parent, grandparent, child, etc.) exists between owners. A notarized affidavit of fact signed by the owner of the plate stating the relationship between the two individuals and giving permission for the transfer.

Visit the DPSMV website [www.expresslane.org](http://www.expresslane.org) for additional information.

# Special Interest License Plates

RTS has a number of Special plates in its inventory. These plates can be issued immediately.

## To Transfer:

Submit the owner’s copy of current registration or the copy of the plate being transferred with the paperwork.

Always verify ownership of the plate being transferred before submitting the paperwork to RTS. On the LA-OLRS web site located on the main menu, select vehicle record inquiry and enter the VIN# or Plate# with the expiration year of the plate. This printout can be used as proof of ownership of the special plate. Please submit this printout with the file. If the plate is expired, a renewal fee will be charged in addition to the transfer fee. See below for additional information on the costs of the special interest plates.

## University Plates

Refer to OMV Policy Number 33.00 of Section V for a list of University License Plates that are available

### **Cost of University Plate**

Automobile:	Regular plate fee + \$52.00
Truck (GVWR less than 6000lbs):	\$72.00
Truck 6001-10000 lbs.:	\$108.00
Truck 10001-16000 lbs.:	Yearly B fee based off weight X 2 + \$52.00
Motor Home:	\$102.00

*Note: All University plates expire in TWO (2) YEARS*

A one- time State administration fee of **\$3.50** is applied on initial issuance.

### **Eligibility**

Any citizen of Louisiana can apply for a University license plate.

### **Required documentation**

- A written request for the university preference: it may be written on the top of the VEH where it states "Type of Plate"
- A copy of the registration (if the vehicle is already registered)
- All necessary paperwork to register the vehicle (not registered yet)

## **Military Plates**

These plates can be issued to private passenger automobiles, vans, private trucks up to 16,000 pounds, private buses, and motorcycles.

### **Types of Veteran \ Retired Veteran Plates**

Army, Retired Army, Army motorcycle, Retired Army motorcycle, Air Force, Retired Air Force, Air Force motorcycle, Retired Air Force motorcycle, Coast Guard, Retired Coast Guard, Coast Guard motorcycle, Retired Coast Guard motorcycle, Marine, Retired Marine, Marine motorcycle, Retired Marine motorcycle, Navy, RN- Retired Navy, Navy motorcycle, Retired Navy motorcycle.

### **Required Documents**

- Copy of DD214 stating he/she was honorably discharged.
- Copy of DD214 stating he/she was retired veteran (retired plates).

### **Cost of a Military Plate**

Automobile: \$Regular Cost of the Plate (SPOV) Expires in 2 years

Truck (under 6000lbs): \$40.00 Expires in 4 years

Truck: (6001 – 10000 lbs.):\$112.00

Truck: (10001 – 16000 lbs.): B plate yearly fee based off weight X 4Expires in 4 years

Motorcycle: \$12.00 Expires in 4 years

### **Disabled Veteran \ Purple Heart Plate**

The following Items are required for either plate:

- A copy of the registration certificate of the vehicle on which the plate will be placed

- If the vehicle is not registered in the applicant's name, all necessary documentation required for titling the vehicle must be submitted with the request for the Disabled Veteran license plate.

**Disabled Veteran: (Used as a Handicap Plate)**

- An affidavit signed by a Veterans Affairs service officer attesting to the fact the veteran has a service-connected disability of fifty percent (50%) or more

**Purple Heart:**

- Photocopy of a DD214 form or any other military document which indicates the applicant was issued a Purple Heart

**Cost of plate – Free Lifetime plate****Other Fees that may be charged for a Military Plate**

- \$10.00 - Lost/stolen plate fee
- \$8.00 – Handling Fee for lost plates, first time issuance, and conversions
- \$3.00 – Transfer Fee

**Other Common Special Interest License Plates****Membership Plates**

Some Examples are:

- Knights of Columbus - Need copy of current membership card
- Professional Firefighter - Need a statement from the fire chief attesting to the applicant's status as an active full-time professional firefighter

**Cost for both the above plates**

Automobile: \$25.00 plus Regular Cost of the Plate (SPOV) Expires in 2 years

Truck (under 6000lbs): \$65.00 Expires in 4 years

Truck (6001 – 10000 lbs.): \$137.00 Expires in 4 years

Truck (10001 – 16000 lbs.): B plate yearly fee based off weight X 4 +  
\$25.00

Motor Home: \$75.00 Expires in 2 years

### **Non-Membership Plates**

Some Examples are:

- Environmental Educator (Pelican Plate)
- Black Bear

### **Cost for both the above plates**

Automobile: \$26.00 plus Regular Cost of the Plate (SPOV) Expires  
in 2 years

Truck (under 6000lbs): \$46.00 Expires in 2 years

Truck (6001 – 10000 lbs.): \$82.00 Expires in 2 years

Truck: (10001 – 16000 lbs.): B plate yearly fee based off weight X 2 + \$26.00

Motor Home: \$76.00 Expires in 2 years

**In addition to the above fees, an \$8.00 handling fee will be due on all transactions except renewals and a \$3.50 administrative handling fee will be due only on initial issuance.**

Refer to Section V of LA DPS OMV Policy for more information on other special interest prestige license plates.

## 26 – Taxes

### How are taxes determined?

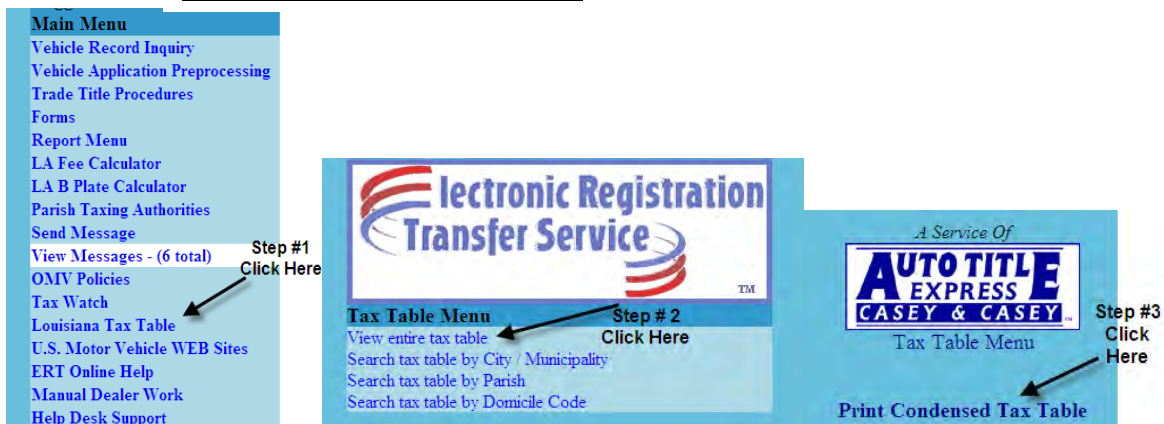
- Taxes on motor vehicles are determined by where the customer is domiciled.
- The customer's physical address is required and a post office box cannot be used.
- The OMV requires RTS to run every address through the Tax Watch system. With this system, it gives the customer's tax rate by their address.
- If there is a discrepancy with the Tax Watch result, a letter that states the customer's address and the tax percentage from the local taxing authority must be submitted with the rest of the paperwork.
- The Tax Rate is applied to the taxable value of the vehicle.

Taxable Value = Cost of Vehicle \ Negotiated Price - Trade Allowance – Rebate

### Louisiana Parish and Municipalities Tax Table

- RTS notifies their clients through written correspondence, email, and posted messages on the LA-OLRS system of any tax changes.
- Tax Rates Change constantly throughout the year. Be careful and aware of the changes!!

#### To Print the current Louisiana Parish and Municipalities Tax Table



On the tax table, every parish and city is listed along with the domicile code, the tax rate, and the vendor compensation percentage.

## **Inside City Limits**

Includes all the cities and tax districts that are **not in bold** and are listed under the Parish Name.

## **Outside City Limits**

Any address that is located outside the city limits of a particular city; the **bold** tax percentage located by the name of the Parish is to be used.

Make sure the customer initials the VEH by the question: "Are you residing within corporate limits of municipality?"

**State Tax Rate:** 4% of taxable value

**Parish Tax Rate:** Varies by parish, city

**Tax Rate (state & parish combined):**  
Refer to Tax Table or Enter address in Tax Watch

## **Vendor's compensation:**

- Vendor's compensation is applied on any file on which penalty and interest are not due on the sales/use tax.
- The rate of vendors compensation allowed against state sales tax is .935 % of the amount of tax due.
- The rate for parishes and municipalities varies and is listed in the tax table. Credit is calculated by multiplying the tax due by the percentage of vendors compensation allowed.
- Credits are calculated separately for state, parish, and municipality taxes.
- **Dealers:** Since individuals are included in the definition of a dealer (R.S. 47:301), they are also to be allowed vendors compensation credit. This includes individuals who import vehicles into Louisiana from other states.
- **\*\* Vendor's Compensation will not apply to files that have accrued penalties and interest.**

## Taxable and Non-Taxable Items

Taxable items that are listed on the invoice are required to be added to the cost of vehicle that is listed on the Vehicle Application (VEH, 1799).

**Taxable \$ = Cost of Vehicle + Taxable Items listed on invoice - Trade Allowance – Rebate**

Contact the following agencies if you need clarification:

- Louisiana Department of Revenue,
- Louisiana Dealers Association (LADA),
- Louisiana Department of Public Safety, Office of Motor Vehicle (LA DPS OMV)

Policy 47.00 provides procedures that state the following:

Taxable & nontaxable items listed on dealer invoice include, but are not limited to, the following:

<b>TAXABLE</b>	<b>NONTAXABLE</b>
Deposits (cash)	Notary Fees
Consumer Services	Types of Insurance
Dealer Services (Dealer Prep)	Sales Tax
Manufacturer's Warranty	Documentary Fees
Oil Change	Extended Warranty
Prepaid Maintenance Contract	Credit Card "Rebates"
Permavin (theft-guard)	Manufacturer's Rebates
Aftermarket Anti-Theft Device	T-Markers
CRA (coupon book)	Discounts
Freight & Delivery Charges	Owner Appreciation Certificate
	Third Party Repair Agreements, Including But Not Limited To: Any Repair Insurance Extended Warranty Vehicle Service Contract Mechanical Breakdown Contract Vehicle Service Agreement Mechanical Failure Service Contract
	Tire Disposal Fee

## **Service Contracts**

Agreements (contracts) for the performance of maintenance or repair services to a motor vehicle may be taxable or nontaxable, depending upon the contractual terms of the agreement.

### **Taxable agreements**

If, under the agreement, the same person who sells the vehicle is obligated to perform the repairs at his own expense, the sale of the agreement is taxable. Example: ABC Dealership sells a service agreement that obligates ABC Dealership's service department to perform maintenance and repair service on the purchaser's vehicle, at their expense and at no additional charge to the purchaser. These are generally referred to as prepaid maintenance or prepaid repair contracts. ABC Dealership must charge sales tax on the sale of the agreement. Since it will not bill or invoice either the purchaser or the manufacturer for the repairs, there will be no arm's length transaction to tax when the repair is performed. ABC Dealership will withdraw repair parts from its inventory without incurring any sales or use tax on the cost of the parts.

### **Nontaxable agreements**

If, under the agreement, the cost of the repairs will be assumed by a third party (not the dealer selling the vehicle), the sale of the agreement is considered the same as an insurance policy, and is not taxable at the time of its sale. These can be manufacturer's agreements, whereby the vehicle manufacturer agrees to pay for the needed repairs, regardless of which dealer performs the actual repairs. These are generally referred to as manufacturers' extended warranties. Or they could be other third party agreements (after market extended warranty agreements), whereby the third party agrees to pay the cost of any needed repairs, regardless of which dealer performs the repairs. These are generally referred to as service insurance. Examples of other such third-party repair insurance agreements include, but are not limited to, vehicle service contracts, mechanical breakdown contracts, vehicle service agreements, and mechanical failure service contracts.

## **Domicile Code & Tax Watch Policy**

Tax Watch is a mapping system that provides the proper domicile code and tax rate for specific addresses in Louisiana. Department of Public Safety (DPS) Office of Motor Vehicles (OMV) requires RTS to use Tax Watch on every deal.

## **Tax Watch “Soft Hit” Result**

You can charge the sales tax rate from the information the customer provides. Be careful, utilize the tax table or you can always call the local parish taxing authority to determine what the sales tax percentage is for this particular address.

RTS provides the local taxing authority contact information for each parish. This is located on our main menu of our website under “Parish Taxing Authorities”. Use the drop down box to choose the correct parish.

### **\*\*\*Sample “Soft Hit” Results Page**



Tax Watch does not recognize the address you entered. This could result from a variety of reasons such as:

- A misspelling of the street name or city name. Check the spelling carefully keeping in mind that there could be a difference in calling an address a "Drive" or a "Road" or a "Boulevard". In many cases streets with similar names exist in the same city and the only distinguishing notation will be the street appendix.
- If the address is a Highway address it may be that the name of the Highway is slightly different than what you entered. Try naming it by "State Highway" or "LA Highway" along with the Highway number.
- The road may be too new or remote to be included in our street dictionary at this time. You can probably get a correct domicile code by entering a nearby address of a better traveled road.

<b>Address:</b>	<b>12345 PRINCESS LANE</b>
<b>City:</b>	<b>THIBODAUX</b>
<b>State:</b>	<b>LA</b>
<b>Zip:</b>	<b>70301</b>
<b>Domicile Code:</b>	
<b>Domicile Name:</b>	
<b>Parish:</b>	<b>LAFOURCHE</b>
<b>Tax Rate:</b>	
<b>Vendor's Comp:</b>	<b>0.00</b>
<b>Request ID:</b>	<b>3610557</b>
<b>Request Date/Time:</b>	<b>9/17/2008/11:30:36 AM</b>

This information is provided for your convenience by Watch Systems, Inc.

**Brought to you by:**

## **Tax Watch “Hard Hit” Result**

DPS OMV requires RTS to apply the “Hard Hit” result to the taxable value.

### **Sample “Hard Hit” Results Page**



<b>Address:</b>	<b>5709 KING ROAD</b>
<b>City:</b>	<b>ALEXANDRIA</b>
<b>State:</b>	<b>LA</b>
<b>Zip:</b>	<b>71302</b>
<b>Domicile Code:</b>	<b>4001</b>
<b>Domicile Name:</b>	<b>ALEXANDRIA</b>
<b>Parish:</b>	<b>RAPIDES</b>
<b>Tax Rate:</b>	<b>9.00</b>
<b>Vendor's Comp:</b>	<b>0.00</b>
<b>Request ID:</b>	<b>3610268</b>
<b>Request Date/Time:</b>	<b>9/17/2008/11:04:21 AM</b>

This information is provided for your convenience by Watch Systems, Inc.  
**Brought to you by:**



Click [here](#) to do another domicile lookup.

**\*\*If the Customer Disagrees with the Result OR the Customer actually resides outside the city limits and currently has a 7.0% sales tax rate.**

The Customer is required to provide a signed letter from the Local Taxing Authority (see attached example from Rapides Parish) stating that this address is in fact inside or outside the city limits (outside city limits). This letter may be faxed or a copy.

RTS provides the local taxing authority contact information for each parish. This is located on our main menu of our website under “Parish Taxing Authorities”. Use the drop down box to choose the correct parish.

## Sample Letter from a Local Taxing Authority

RAPIDES ASSESSOR

POST OFFICE BOX 2808

TELEPHONE 318-445-8511  
FAX 318-445-7354



RALPH GILL, CLA  
ASSESSOR RAPIDES PARISH  
ALEXANDRIA, LOUISIANA 71308-2002

April 28, 2008

To Whom It May Concern:

This is to verify that according to the Rapides Parish Tax Assessment roll, as of this date, the following described property is located outside the city limits of any municipality.

2.8 acres: in Sec 40, [REDACTED] Plant. Sec Between New York Ave & [REDACTED]

This property is located at [REDACTED] New York Ave.  
It is currently assessed to [REDACTED], and it is located outside any municipality.

Sincerely,



Ralph Gill, CLA  
Assessor Rapides Parish

RG:vt

*Note: RTS recommends the customer complete the Tax Verification Form acknowledging their responsibility for any additional taxes.*

*It can be found in the LA-OLRS under: Forms; Dealer/Financial Institution Forms; Tax Verification Form*

*Louisiana Department of Public Safety and Corrections*

## OFFICE OF MOTOR VEHICLES

Date: \_\_\_\_\_

Vehicle Description: \_\_\_\_\_

Year

Make

Serial Number

Applicant hereby declares that the location/domicile of the aforesaid vehicle is true and correct to the best of the applicant's knowledge and that said domicile is located in the political subdivision (domicile code) declared on the application.

Applicant further acknowledges that if any sales tax is due to the political subdivision wherein the vehicle is domiciled, applicant is fully responsible for the payment of those taxes.

I do swear or affirm that the information contained in this document is true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant's Printed Name\_\_\_\_\_  
Applicant's Signature

DP'SMV 1608

**\*YOU DRINK & DRIVE, YOU LOSE\***  
P.O. BOX 64886, BATON ROUGE, LOUISIANA 70896-4886  
1-877-DMVLINE [www.expresslone.org](http://www.expresslone.org)

## 27 – Penalties and Interest

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- 40 Days from the vehicle date of sale: Files must be submitted to our office by the 39<sup>th</sup> day from the date of sale
- Tax Penalty: 5% of sales tax due for 30 days not to exceed 25%
- Interest: 1.25% of sales tax due for 30 days and fraction thereof (no maximum)
- Vendor's Compensation: If the file is received by our office on or after the 40<sup>th</sup> day from the date of sale, vendor compensation (Comp) IS NOT applied. State Vendor's Comp is .935% of state sales tax collected. Parish Vendor's Comp varies – refer to the Louisiana Parish & Municipality Tax Chart.
- Rejection: When a file is rejected, the file receives a 30-day extension from the rejected date stamp. Only one 30-day extension may be implemented per file.
- Dealer Extension on the remittance of taxes: **Act No. 707**
  - Files may be submitted within ten days from the date that you, the licensed vehicle dealer, received the title to any vehicle accepted in trade. This extension may not exceed beyond 90 days from the date of sale.
  - Proof is required: If the dealer claims an extension for the remittance of taxes beyond the 40<sup>th</sup> day from the date of vehicle sale, the dealer is required to provide proof that the actual date that the dealer received title to the vehicle accepted in trade. Proof is considered the following: log of correspondence of the attempt to receive the title, written and signed statement from the dealership explaining the events that led to the late arrival of the title, and the envelope that contained the title that was mailed to the dealer. These above documents must be submitted within the file.

### INTERESTING FACT:

The following was paid to the State for P & I by RTS Dealers:

2007 = \$1,697,101.10

2008 = \$1,379,116.12

2009 = \$999,620.59

2010 = \$900,961.41

## Calculating Penalty and Interest

### Fee Estimator:

- Go to the LA-OLRS website and log on
  - Main Menu – LA Fee Estimator
  - Enter all the required information that has the red\* by it.
  - Click on Calculate
- Or
- LA-OLRS Users have an option to click on the “Calculate P&I” when uploading their deals in OMV Application preprocessing before batching the deals on a list for submission. (Usually the Title Clerk)

With P&I, there is NO MORE VENDOR COMPENSATION. It was taken away by the state.

### Examples of One thru Three Months of Delinquency

#### 1-Month Delinquent:

Sales Price of Vehicle	\$25,000.00
Sales Tax (8%)	2,000.00
Penalty (5% of sales tax)	100.00
Interest (1.25% of sales tax)	<u>25.00</u>
Total Sales Tax, Penalty & Interest	\$ 2,125.00
*Additional Expense for Dealership*	125.00

Does not include fees. Vendor Compensation is not taken.

#### 2-Month Delinquent:

Sales Price of Vehicle	\$25,000.00
Sales Tax (8%)	2,000.00
Penalty (10% of sales tax)	200.00
Interest (2.25% of sales tax)	<u>45.00</u>
Total Sales Tax, Penalty & Interest	\$ 2,245.00
*Additional Expense for Dealership*	245.00

Does not include fees. Vendor Compensation is not taken.

#### 3-Month Delinquent:

Sales Price of Vehicle	\$25,000.00
Sales Tax (8%)	2,000.00
Penalty (15% of sales tax)	3.00
Interest (3.75% of sales tax)	<u>75.00</u>
Total Sales Tax, Penalty & Interest	\$ 2,375.00
*Additional Expense for Dealership*	375.00

Does not include fees. Vendor Compensation is not taken.

## LA Fee Estimator – Penalties and Interest

### DISCLAIMER:

The information obtained from this program is based on the data that is available at the time of the quote. Any additional taxes or fees that are required at the time of registration are the responsibility of the consumer.

Name:			
Address:			
City:	BELLE CHASSE	Parish:	PLAQUEMINES
State:	LA	ZIP:	
Cost of Vehicle:	25000.00	Other Taxable Cost:	
Amt. of Trade:		Amt. of Rebate:	
Notary Fee:		Convenience Fee:	
Previous State:		NADA Loan Value of Vehicle:	
Domicile Code:	3800	Tax Rate %:	
New lien?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Vendors Comp?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Type of Lien	<input checked="" type="radio"/> UCC <input type="radio"/> Security Agreement		
In corp limits?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Type of Plate:	Automobile		
Weight (lb):	(For B Truck Plate only)		
Date Acquired:	07 / 18 / 2010	(mm/dd/yyyy)	
Effective Date:	09 / 18 / 2010	(mm/dd/yyyy)	
<div>Calculate Clear</div>			
Title Fee:	\$18.50	Sales Tax:	\$2,660.00
Mortgage Fee:	\$15.00	P + I:	\$125.00
License Fee:	\$50.00	Miscellaneous:	\$0.00
Notary Fee:	\$0.00	Convenience Fee:	\$0.00
Handling Fee:	\$8.00	Vendors Comp:	-\$0.00
Tax Rate:	8.00%	Tax Credit:	-\$0.00
<b>Total Tax + Fees:</b>		<b>\$2,216.50</b>	

## 28 – Electronic Lien and Title (ELT)

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### ELT Information

The Electronic Lien and Titling (ELT) Program is designed to allow financial institutions/lenders to receive an electronic confirmation via a secure link confirming that a vehicle has been registered and a lien recorded. It allows authorized personnel of the lender to electronically release a lien and send a paper title to the registered owner or a 3<sup>rd</sup> party, such as a dealership or another financial institution. A paper title may also be printed with the lien recorded and sent to the lender, if needed, such as for repossession purposes.

A duplicate title cannot be applied for when the title is electronic. An “EL” flag is stated on the record. The Lienholder is required to electronically release their lien via their title management company/ELT service provider.

### Lenders responsibility

Lenders need to provide dealers with their 4 digit alpha ELT Code and the ELT fee, if any, to collect from the customer for the Lender. The Lender may decide not to pass the ELT fee onto customers.

Make sure your ELT Code is stated on Vehicle Application, 1799 (VEH).

If you are an ELT Participant with RTS (RTS), please contact us to be added to our list of ELT Participants. If the ELT Code is left off the VEH, we will add the ELT Code to the VEH for you. This will help decrease the number of paper titles you are receiving and help move to towards managing one system. We will also distribute this list among our dealerships. This list will not be posted publically.

### Dealers Responsibility

This ELT Code MUST be stated on all Vehicle Applications (VEH) so that the electronic title can be generated.

**It is the responsibility of the dealer to state the ELT Code on the VEH for the Lender.**

RTS can provide you with a list of RTS’s ELT Participants, who directed us to inform all our dealers of their ELT Code.

## ELT Code On VEH

Apply the ELT Code to the VEH when recording a lien of a Lender(s) who has, verbally or through written correspondence, given the dealership their ELT Code, even if the Lender is not included on the RTS list.

VEHICLE IS SUBJECT TO SECURITY AGREEMENT AS FOLLOWS:						
<b>ELECTRONIC LIEN TRANSFER CODE</b>  Write the ELT Code Here	First Lienholder's Name					
	Street					
	City/State/Zip					
LT	Date Acquired	LT	Date	Insurance Title No.	State	Location of Vehicle

## ELT Fees

ELT fees differ from lender to lender. The lender is responsible for informing the dealer whether or not to collect their ELT Fee from the customer. For more information, refer to R.S.6:969.18

## Corrections

A paper title is not required to complete a correction on an electronic record. This includes but not limited to the following: spelling of the owner's name, vehicle description, mileage, and lien information. However, depending upon the information being corrected and whether or not it is a State error, additional documentation may be required. Please contact your local RTS office for assistance.

## **Attention Lenders:**

***Please contact us for more information about RTS ELT.***

***Start taking advantage of all the benefits with becoming an ELT Participant in Louisiana! 504-456-7438 Ask for the ELT Department***

## 29 – Rescinded Sales on New Vehicles

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All “new” vehicles (sold with a Manufacturer Statement of Origin (MSO) or Certificate of Origin (CO)) that have been rescinded are required to be resold as “Used” Vehicles.

Therefore, a duplicate MSO is not required. The used LA Title is to be used for resale to the new customer. Please follow the procedures below when the vehicle is returned to the dealership in order for the rescinded sale to be processed:

- Request for Rescission of Sale (see form on next page) completed and notarized
- Request for Refund completed and notarized
- Original Plate and Registration surrendered
- Photocopy of front and back of title with:
  - The first assignment is assigned to the dealer as if the vehicle was traded back to the dealer (notarized from the customer(s) back to the dealership)
  - The customer signs as seller
  - The dealer representative signs as buyer
  - Notarized or properly witnessed for RTS Notary

*Note: Original title is kept at the dealership to resell the vehicle once rescinded sale is completed.*

- A letter on company letterhead stating the specific reason for the customer returning the vehicle.
- When an original Secure Power of Attorney (SPOA) is used by the dealership to sign as seller on the assignment of title, the state requires a letter on company letterhead requesting the return of the original SPOA upon completion of the back out. This original SPOA is needed to resell the vehicle.

Both letters mentioned above in #5 and #6 must be signed by a dealer representative and state the vehicle description along with the customer’s information.

The original Louisiana title will be used for the resale of the vehicle to the new customer.

**Sample Request for Rescission of Sale form**

<b>REQUEST FOR RESCISSION OF SALE</b>		
DATE _____		
DEALER _____		ADDRESS _____
REQUEST TO: LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS OFFICE OF MOTOR VEHICLES		
FOR: RESCISSION OF SALE, RETURN OF SALES TAX AND FEES.		
LICENSE _____		
MAKE _____	MODEL _____	YEAR _____
BODY _____	VIN _____	
ON THE _____ DAY OF _____, 20____, THE ABOVE-CAPTIONED VEHICLE SALE WAS RESCINDED BY MUTUAL AGREEMENT. WE, THE UNDERSIGNED, HEREBY REQUEST THAT THE OFFICE OF MOTOR VEHICLES RESCIND THE SALE AND CANCEL THE LICENSE PLATE, AND MORTGAGE (IF APPLICABLE), PRESENTED OR ISSUED IN THE NAME OF:		
_____		
<b>AND HEREBY ASSIGN ALL RIGHTS TO SAID REFUND(S) TO SAID DEALER AND FURTHER REQUEST THE RETURN OF ALL SALES TAXES AND FEES TO SAID DEALER.</b>		
THE SALE WAS RESCINDED FOR THE FOLLOWING REASON: _____		
_____		
Customer Signature(s) _____		_____
Customer Printed Name(s) _____		_____
AS TO PEACEFUL POSSESSION AND RESCISSION OF SALE.		Dealer Representative _____
Witness Signature _____		Witness Printed Name _____
Witness Signature _____		Witness Printed Name _____
AFFIDAVIT BY WITNESS		
BEFORE ME, NOTARY, THE UNDERSIGNED, AFTER BEING DULY SWORN, DID DEPOSE AND SAY THAT HE/SHE IS A WITNESS TO THIS DOCUMENT AND THAT THE SIGNATURES OF THE CUSTOMER AND DEALER REPRESENTATIVE THERE TO ARE TRUE AND GENUINE AND AFFIXED HERETO OF THEIR OWN FREE WILL IN THE PRESENCE OF WITNESSES WHOSE NAMES ARE AFFIXED THERETO.		
NOTARY PUBLIC _____	DATE _____	WITNESS _____
NOTARY PUBLIC PRINTED NAME AND ID FOR NOTARY STAMP _____		PRINTED NAME _____

## 30 – Canceling of License Plates

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According to LA DPS OMV IV #94.00, the dealer is required to complete a DPSMV 4251 Form (Monthly Report of Louisiana License Plates Removed by Dealers) and submit this report to OMV Headquarters<sup>1</sup> by the 5<sup>th</sup> of the following month that the plate was destroyed. For example, plates destroyed in November must be listed on the monthly report submitted to OMV by December 5. As a courtesy, you can send this monthly report to RTS and we will then forward it onto the OMV. For the given month, this report must indicate every Louisiana license plate that was destroyed, the date each plate was destroyed, and the VIN, make, and year of the vehicle. Specialized license plates, which are not destroyed, should not be listed on the form. The DPSMV 4251 Form is located on the LA-OLRS Main Menu under Forms – Dealer/Financial Institution Forms.

The dealer is not required to submit their license plates for cancellation to RTS because, as a public tag agent, we are required to cancel the plate on a trade vehicle upon the registration of the new vehicle. This cancelation is done without the actual plate.

If your customers have Insurance Blocks due to the lapse of time between the new vehicle being registered and the trade-in license plate being canceled or the DPSMV 4251 Form being completed by OMV, you can submit these license plates along with required documents to RTS for plate cancellation. As a courtesy to our clients, RTS will cancel and destroy these license plates at no charge.

Due to a recent OMV audit and to ensure the proper cancellation date, RTS is required to obtain proper documentation prior to canceling license plates.

One of the following documents must be attached to the actual license plate:

- Bill of Sale / Invoice stating the trade-in vehicle's VIN or
- The lease termination document or Cancel Plate Affidavit

If one of the above documents is not submitted, RTS will use the date that the plates were picked up by RTS or dropped off by the client as the plate cancellation date.

RTS will return to the dealer a printout showing the license plate has been cancelled.

<sup>1</sup> Attention Data Preparation Unit Dept. of Public Safety & Corrections Office of Motor Vehicles, PO BOX 64886, Baton Rouge, LA 70896-9964.

## Sample Monthly Report of Louisiana License Plates Removed By Dealers

[illegible]

# 31 – Ordering of Temporary Tags & Secure Power of Attorneys

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## Temp Tags

Temp Tags expire 60 days from the date of sale\date of delivery.

**Reminder: you only have 39 days from the date of sale to avoid Penalties and Interest.**

### Ordering Temp Tags

- Temporary Tag Application
  - Signed by the dealership or financial institution representative
  - Dealership information completed
  - Number of Sets requested
- Check payable to the Department of Public Safety (DPS) **NOT RTS**
  - \$4.00 each – Only sold in packs of 25
  - Packs of 25 for \$100.00
  - For every order a \$8.00 handling fee is charged

Example: 250 temp tags costs \$1008.00 (To DPS)

If a dealer, a copy of the current dealer's license is required with every application.

If a lender, a copy of the financial institution's charter is required with every application.

### **2<sup>nd</sup> Temp Tag Request for New Car Dealership Only**

We are now accepting 2nd T-Tag requests from new car dealerships that exclusively use RTS as their Public Tag Agent. To submit a request, complete the attached 2nd T-Tag Request Form and fax it along with the Bill of Sale to your local RTS office.

Depending upon the reason and documentation submitted, we will expedite, under the State's directives, approval or denial of your request. Once this is determined, we will then fax the request form back to you. Do not issue a 2nd T-Tag without this form being approved first.

- If approved, complete the T-Tag # field (Section C) on the form. We will need the 2<sup>nd</sup> T-Tag# for our monthly logs that are submitted to the State. Fax the form

back stating the 2<sup>nd</sup> T-Tag#. Prior to giving the 2<sup>nd</sup> T-Tag to your customer, obtain the 1<sup>st</sup> T-Tag and deface it in some way.

- If denied, try to submit the required paperwork to our office as soon as possible.

The 2<sup>nd</sup> T-Tag Request Form is located on the LA-OLRS Main Menu under Forms then Dealers\Financial Institutions Forms.

## **Secure Power of Attorneys**

Secure Power of Attorneys can be used to allow the dealership to sign for both buyer and seller on the back of a conforming title.

Refer to Chapter 11 Secure Power of Attorneys for more Information.

### **Ordering Secure Power of Attorneys through RTS**

- Check payable to Department of Public Safety (Not RTS)
  - Sold only in packs of 100
  - Packs of 100 for \$50.00
  - A \$8.00 handling fee is charged per order
- Secure POA Application
  - Signed by the dealership representative
  - Dealership information completed
  - Number of packs requested

*Note: A secure Power of Attorney cannot be used\purchased by financial institutions. This is for dealerships only.*

After the order has been filled, the RTS Runner will deliver the Secure Power of Attorneys \ Temp Tags and give you a copy of the completed form.

# OMV Policies

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If you would like more information about the topics discussed during the seminar, please log in to the LA-OLRS system. On the main menu, select OMV Policies and then enter the name of the policy. Please refer to the list below.

## Section IV Motor Vehicle Registration Requirements

- Number: 2.00 Basic Requirements for Obtaining a Certificate of Title
- Number: 2.01 Title Corrections
- Number: 4.00 Secure Power Of Attorney
- Number: 4.01 Power of Attorney/ Mandate
- Number: 5.00 Name Usage on Vehicle Certificates of Title
- Number: 16.00 ("Fn") Foreign Titles Held by Lienholders
- Number: 18.00 Successions/Judgments of Possession
- Number: 18.01 Small Successions
- Number: 18.02 Affidavit of Heirship
- Number: 22.00 Judicial Bill of Sale
- Number: 24.00 Transactions Involving Corporations
- Number: 34.00 Sales of Repossessions
- Number: 35.03 Electronic Lien & Title Program
- Number: 41.00 Imported and Gray Market Vehicles
- Number: 42.01 Rebuilt – Salvaged Vehicles
- Number: 47.00 Sales Tax on Vehicle Transfers
- Number: 47.02 Criteria Necessary to Qualify as a Trade-In
- Number: 49.01 Exempt From Sales Tax-Lease/Rental Vehicle
- Number: 50.00 Tax / Registration Exemption for Military Personnel / Nonresident Students
- Number: 52.00 Act of Donation
- Number: 69.00 Fees
- Number: 80.01 Situations and Application Regarding Odometer Statements
- Number: 97.00 Cancelled/Rescinded Sales of Motor Vehicles

## Section V Motor Vehicle License Plate Classifications Requirements

- Number: 3.00 Commercial License Plates
- Number: 14.00 Handicapped License Plates
- Number: 19.00 Trailer-Classes of License Plates
- Number: 19.01 Staggered Four Year Trailer Plates
- Number: 28.00 Truck/Tractor License Plates
- Number: 28.05 Private Trucks over 6000 pounds
- Number: 28.07 Weight Minimum Truck Plates
- Number: 31.00 Vans, Private Buses, and Sport Utility Vehicles
- Number: 38.00 Automobile License Plates
- Number: 55.00 Off Road Vehicle Decals RS 47:303E

# Expedited / Fast Titles

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Effective November 19, 2012, RTS can print Louisiana titles at all seven of our locations!

Expedited deals are processed as rush files, same day processing.

The titles will be printed the next morning and delivered to you that day.

## Fees

- Collect an **additional \$10.00** in state fees
- Collect the RTS fees (convenience and fast title handling) (notary, if applicable)

## **The standard process applies as if the title is being mailed to you.**

1. Secondary Address Section on Vehicle Application (VEH, 1799) – state your name and address (dealer or lender)
2. Have your customer(s) sign the duplicate title affidavit section on VEH
3. For duplicate title transactions, the duplicate title affidavit section on VEH needs to be notarized (two witness signatures required when we notarize)
4. The customer(s) would also sign again as “applicant signature” on the VEH for non-duplicate title transactions.
5. Clearly indicate (stamp may be used) on the VEH “**Expedited Title**”

# RTS Services Summary

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## Online Tools - <https://ert.autotitle.com>

### LA Fee Estimator

- Determines Taxes, Tax Credit, and Plate fees
- Calculates Penalty & Interest

### Vehicle Record Inquiry Plate \ VIN Look Up

- Current LA Registration
- Flags
- Correct Title, Owner, & Lienholder Information

### Vehicle Application Preprocessing

- Preprocesses the information on the VEH
- Calculates the taxes and fees
- Electronically tracks the progress of your deals

### Temp Tag Application

- Uploads deal information to the State's T-Tag Web Application
- Creates Temporary Tag Registration
- Increases accuracy and efficiency

## Auto Title Seminars and F&I \ Title Department Training

- Educating clientele on LA OMV policies and procedures
- Reducing the number of rejections
- Help reduce or eliminate all penalties and interest

## Free Webinar Training

- the LA-OLRS
- RTS ELT

## Consultations

- Call us for assistance. Refer to the back of the front cover for Office Locations and Contact Information.

## Office Locations

### **Alexandria Location**

3730 S Mac Arthur Drive  
Alexandria, LA 71301  
318-442-1152  
Fax: 318-442-5092

### **Monroe Location**

1500 Louisville Ave Suite C  
Monroe, LA 71201  
318-651-0794  
Fax: 318-651-0795

### **Baton Rouge Location**

8350 Florida Blvd. #B  
Baton Rouge, LA  
225-925-5606  
Fax: 225-925-5684

### **Shreveport Location**

910 East 70<sup>th</sup> Street  
Shreveport, LA 71106  
318-219-3557  
Fax: 318-219-3561

### **Houma Location**

238 S Hollywood Rd Suite 102  
Houma, LA 70360  
985-868-9102  
Fax: 985-868-9376

### **Lafayette Location**

141 Arnould Blvd  
Lafayette, LA 70506  
337-993-1800  
Fax: 337-993-9949

### **Metairie Location**

3939 Veterans Blvd Suite 204  
Metairie, LA 70002  
504-456-7438  
Fax: 504-456-7419