Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 2.04 Fleet Purchases

Revised Date: 07/30/2026

Authority:
R.S. 32:707
R.S. 47:501(C)(1)(2)
R.S. 47:513.2
To view Louisiana Statutes: https://legis.la.gov/legis/home.aspx

Definitions:

- **Certificate of Title -** A legal form issued by the Office of Motor Vehicles that provides proof of ownership for a motor vehicle. A title is also used to execute a transfer of ownership at the time of sale between the buyer and seller.
- **Manufacturer's Certificate of Origin (MCO)** – The original ownership document for a vehicle which is also used to transfer ownership, also referred to as a Manufacturer's Statement of Origin (MSO)

General:

- **Alterations:**
  - Alterations on a title or MCO/MSO that **can** be accepted (without providing an *Affidavit of Correction*) must be submitted with a properly endorsed supporting document (e.g. bill of sale, etc.) include:
    - Spelling of seller or purchaser's name is in error or illegible
    - Seller signed their name incorrectly
    - Seller or purchaser's name is misspelled and corrected with a strike over
    - Error(s) in the address
    - Error(s) in the date of sale, provided that the error does not impact fees or penalties
  - A notarized *Affidavit of Correction* must be submitted with a title or MSO if:
    - A bill of sale is unavailable or not submitted with the file
    - A different person or company than originally included on the assignment of title is to be recorded as the owner
    - A change to the date of sale will affect taxes or penalty and interest due and/or conflicts with a lien date
    - An address correction resulting in a change to the amount of sales or use tax
  - Titles or MSO's with alterations or erasures, other than stated above, will not be accepted without providing an *Affidavit of Correction* as indicated below:
    - *Affidavit of Correction* for alterations made, other than a name correction, must be signed by the seller and purchaser and notarized.
    - *Affidavit of Correction* used for a name correction of the purchaser must be signed by the purchaser and notarized.
    - An affidavit of correction may **not** be accepted to correct odometer errors

- **Notary Requirements:**
    - MSO and Certificate of Title must be notarized if the vehicle sale takes place in Louisiana or another state that requires notarization at the time of vehicle transfer.
    - **Exception**: Notarization will **not** be required on the MSO, certificate of title, or bill of sale if the sale occurred in Louisiana on or after 01/01/23 and the vehicle is being:
        - Transferred **to** a new or used motor vehicle dealer licensed in Louisiana
        - Transferred **from** a Louisiana licensed new or used motor vehicle dealer to a purchaser
            - Louisiana vehicle sales between private entities will still require notarization.

Requirements:

- **Fleet Purchasers for Companies with Fleets Over 8,000 Vehicles -** A fleet purchaser of motor vehicles with an inventory of over 8,000 vehicles, upon approval, may make application for initial issuance of a title without production of a Certificate of Origin or original bill of sale, provided the certification of origin and original bill of sale is remitted within sixty (60) days following the date of the initial title transaction.[1] The following must be submitted prior to being approved:
    - Written request, on company letterhead, must be submitted to the Office of Motor Vehicles, P.O. Box 64886, Baton Rouge, LA 70896.
        - Written request must be:
            - Signed by an authorized agent
            - Acknowledged that the original Certificate of Origin and original bill of sale must be submitted within sixty (60) days from the date of the initial title transaction.
    - Proof of fleet size must be submitted prior to approval being granted.
        - Acceptable documents proving the size of the fleet is 8,000 or greater:
            - A system generated report from the applicant's fleet management system indicating the number of vehicles contained in the fleet at the time the request for approval is submitted.
        - Acknowledgement signed by a company representative indicating the size of the fleet at the time the request for approval is submitted and that, in the case of an audit, proof of the vehicles contained in the fleet at the time of application can be provided.
    - Upon receipt of approval:
        - All documents required in order to process a transfer of ownership for a previously unregistered vehicle must be submitted, with the exception of the Certificate of Origin and original bill of sale.
            - In lieu of a Certificate of Origin, a copy of the vehicle information from the fleet purchaser's system shall be submitted and will be accepted as the primary document for the initial title transaction.
            - In lieu of the original bill of sale, a spreadsheet from the fleet purchaser's system shall be submitted and will be accepted.
        - A copy of the vehicle information from purchaser's fleet management system, which should include at a minimum the year, make, model, VIN, vehicle weight (if applicable), and color.
        - The Certificate of Origin and original bill of sale shall be provided within sixty (60) days from the date of the initial title transaction. Failure to provide the Certificate of Origin and original bill of sale:
            - Will result in a hold being placed on the title and registration
            - May result in a rescission of approval