



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

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 05/04/1996

Revised Date: 08/18/2023

Authority:

[R.S. 32:707](#)

[R.S. 47:501\(C\)\(1\)\(2\)](#)

[R.S. 47:513.2](#)

To view Louisiana Statutes: <http://www.legis.state.la.us/>

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:**
 - Titles or MSO's with alterations or erasures will not be accepted without providing an affidavit of correction.
 - Affidavit of correction must be signed by both seller and purchaser, and notarized.
 - Affidavit of correction cannot be used with odometer errors. A new title or MSO must be obtained.
 - A completed *Vehicle Application Form* ([DPSMV 1799](#)) is required on all transactions in which a title will be generated, including Electronic Lien Title transactions.
- **Notary Requirements:**
 - All sales prior to 01/01/2023 will require properly completed and notarized documentation.
 - Effective 01/01/2023, sales occurring in Louisiana to or from a licensed dealer will no longer require notarization.
 - 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 should include 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
 - Within sixty (60) days from the date of the initial transaction, each Certificate of Origin and bill of sale not submitted with the original title transaction, must be sent to Document Management for imaging to:
 - Louisiana Office of Motor Vehicles
 - Document Management Unit
 - P.O. Box 64886
 - Baton Rouge, LA 70896

Fees:

- [Title fee](#)
- [Handling fee](#)
- License plate fee
- [Mortgage recordation fee](#), if applicable
- [Sales/use tax](#)

Related Policies:

Section 4, Policy 2.00, [Basic Requirements for Obtaining a Certificate of Title](#)

Section 4, Policy 2.03, [Completion of Vehicle Application](#)

Section 4, Policy 47.00, [Sales Tax on Vehicle Transfers](#)

Section 4, Policy 69.00, [Fees](#)

Section 4, Policy 80.00, [Required Odometer Statements](#)

References:

¹ – Louisiana State Legislature. *Application for Certificates of Title; Exception; Salvage Title; Antique Vehicles; Reconstructed Title* (R.S. 32:707), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88520>.