Louisiana Department of Public Safety

Office of Motor Vehicles

2-8.00 Reinstatement Fees and Installment Agreements

Revised Date: 09/18/2025

Purpose

This policy discusses driver management fees, request for refunds, and installment agreement or plans.

Definitions

- **30-Day Notice** – A notice sent thirty (30) days after the initial notice, stating that the record must be reinstated within thirty (30) days.
- **60-Day Notice** – A notice sent to the primary owner of a vehicle, stating the insurance cancellation will be turned over to the Office of Debt Recovery in sixty (60) days.
- **Delinquent Debt** – Debt that is one hundred eighty (180) days or more past due.
- **Final Debt** – Debtor has no further right of administrative and judicial review regarding the amount.

Driver Management Fees-

Authority:
R.S. 32:57.1 (Written Promise)
R.S. 32:389 (DOTD Affidavit)
R.S. 32:414 (H) (Chapter 2 Suspensions such as School Bus Violations)
R.S. 32:414 (I) (DWI)
R.S. 32:414 (J) (Physical Infirmities/Disabilities)
R.S. 32:424 (Physical Infirmities/Disabilities)
R.S. 32:667 (G) (Refusal/Submits)
R.S. 32:393.1 (Photocopy Fees)
R.S. 32:853 (B) (1) (Photocopy Fees)
R.S. 32:863 (A) (3), C(5) (Cancellation of Insurance and Accident Compulsory)
R.S. 32:863.1 (C) (1) (c) (D) (Notice of Violations)
R.S. 32:863 (C) (5) (SR-22 Cancellation)
R.S. 22:680 (6) (Insurance Inquiries)
R.S. 32:863.2 (C) (Insurance Inquiries)
R.S. 32:871 (B) (Insurance Inquiries)
R.S. 32:874 (A) (Safety)
R.S. 32:874 (B) (1) (b) (Accident Safety)
R.S. 44.31 (ODR)
Title 55 - Admin Rules (Photocopies of OMV Policies)
18 U.S.C. 2721 (ODR)

General:

- Reinstatement of driver's license suspensions, revocations, disqualifications and other services requires that fees be paid to the Office of Motor Vehicles.

Requirements:

- Acceptable Tender Types
    - Credit/Debit cards (Official Driving Record on internet) (MasterCard, Visa, American Express, Discover)
    - Certified checks
    - Cashier's checks
    - Money orders (Out-of-country money orders are not acceptable unless the amount is indicated in U.S. currency.)
    - Company check (The person being reinstated cannot endorse the check.)

Fees:

- **Transaction Fees**
    - $5 per credit card transaction fee for reinstatement when payment is made via the telephone.
    - $2 per credit card transaction fee for Official Driving Records will be assessed when purchased through the internet service.
    - $1.25 plus 1% of transaction total will be charged when using a credit/debit card for face to face transactions.

Reinstatement Fees

Submit/Submit .04(CMV)/Submit Underage	
• Per suspension	$50
Refusal/Refusal-OOS	
• Per suspension	$50
DWI	
• DWI 1st	$100
• DWI 2nd	$200
• DWI 3rd & subsequent	$300
SR-22 Cancellation (If the SR22 is received on or before the 30th day from the date of the Official Notice then no fee is due, however if received after the 30th day from the Official Notice the appropriate fee below will be required)	
• Per Reinstatement for Alcohol	$60
• Per Reinstatement for Accident	$25
Convictions Under R.S. 32:414	
• Per suspension	$60 (e.g. Viol. of Rev., Child Support, School Bus Viol., Departmental Act, etc.)
Affidavits (In lieu, Out-of-State, Motor Carrier)	
• Per court date/same court/same ticket #	$60
• Motor Carrier	$50
Written Promise Affidavits	
• Per court date/same court/same ticket #	$100 (except Shreveport City Court)
• Per court date/same court/same ticket number	$87.50 (Shreveport City Court collects $12.50 up front, in addition to the fine)

Accident Safety -- Prior to June 17, 1998	
• Per accident suspension	$25
Accident Safety -- June 17, 1998 and after	
Occurrences are determined by the number of accidents within a five-year period provided the individual was suspended for Safety. Multiple suspensions for the same accident will be considered a single occurrence for purposes of calculating reinstatement fees. The same fee will be imposed regardless of the number of times the case is re-suspended.	
• 1st occurrence	$25
• 2nd occurrence	$100
• 3rd & subsequent occurrence	$200 (collected on each 3rd and subsequent provided occurrences are committed within five years)
Accident Compulsory	
As of 8/15/01 the department no longer works accident compulsory files. However, the fee(s) for any files worked prior to 8/15/01 is collected. NO FEE CAP	
Per occurrence	$50
Cancellations	
Up to 30 days uninsured	$125
31-90 days uninsured	$275
91days and over uninsured	$525
Under age 65 fee cap (same day)	$850.00 for Reinstatement Fee only. A $25 Administrative Fee will be charged on all cancellations.
Age 65 and over fee cap (same day)	$250
Reinstating vehicle by vehicle - The owner of a vehicle(s) that has been revoked for insurance cancellations may reinstate one cancellation at a time; however, the owner may eventually pay more than the reinstatement cap for cancellations, as the cap is calculated on a daily basis.	
Notice of Violations Occurrences will be determined by the number of Notice of Violations (per vehicle) that appear on the record provided the individual was revoked for compulsory. NO FEE CAP	
1st occurrence	$110
2nd occurrence	$260
3rd & subsequent occurrence	$510
If proof of insurance covering the date and time of the violation is furnished after three (3) days, excluding Saturdays, Sundays and legal holidays, from date of violation, the $10 administrative fee is required.	
MISCELLANEOUS FEES	
Insurance Inquiry	$15 per inquiry/vehicle
Status/Photocopies	$5 per document
OMV Policy/Photocopies	25 cents per page (Headquarters)
Implied Consent Documents/Photocopies	25 cents per page
OFFICIAL DRIVING RECORD (ODR)	
Per record	$16 (additional $2.00 charge for usage of a credit card if purchased on the Internet)
Per master record	$5

Request for Refunds-DMB/DL

Requirements:

- With few exceptions, refunds requests shall be processed in the order received. Generally, refunds will be generated seven to ten days from the date the refund request was processed.

Exceptions:

- The following requests require manual processing; therefore, additional time should be allowed for receipt of fees:

- Self-Insurance fees
- Insurance Penalty fees
- Refunds where the check must be mailed to an out-of-country address.

General:

- A refund is issued to a customer when it can be determined that an overpayment of fees has occurred.
- **Criteria for Refunding Monies -** Upon request, files will be reviewed to determine if an overpayment of fees occurred. Documentation supporting a refund must be on file with the Office of Motor Vehicles. The $8 handling fee will not be assessed on refund requests.
- **Note: No refund request will be initiated for $5.99 or less.**
- **Nonrefundable Fees**
  - The service/transaction fee of $1 - $3 levied by local governing authorities is never refunded.
  - Credit card, debit card and e-check convenience fees cannot be refunded. This fee is used solely to defray cost of using the credit card.
  - ACT 605 - The fee for a hardship license cannot be refunded.
  - If, at the time of reinstatement, documents are presented indicating a dismissal under Louisiana Code of Criminal Procedure Articles 893, 894 and the corresponding Refusal/Submit has been reinstated, the reinstatement or duplicate license fees will not be refunded.

Installment Agreement Plan for OMV Fees

Authority:
R.S. 32:8(A)(3) and (B)
R.S. 32:429.4
R.S. 47:1676(L)
To review Louisiana Statutes: http://www.legis.state.la.us

General:

- Qualifying individuals may enter into an installment agreement with the Office of Motor Vehicles (OMV) for payment of outstanding fines, fees, and/or penalties, provided all other requirements have been met.
- Entering into an installment agreement will reinstate the individual's driver's license and/or motor vehicle registration privileges for the duration of the installment agreement, provided the individual does not default on the agreement or receive any new violations.

Eligibility:

- Applicants are **not** eligible to enter into an installment agreement if:
  - In bankruptcy
  - Holding a valid ex-offender provisional license
  - A company or business (must be an individual)
  - Already in an active installment agreement

        - For additional violations, a new installment agreement must be made.

Requirements

- All compliance (required documentation) must be on file with OMV.
- The individual entering in the installment agreement must know their driver's license number. OMV cannot provide the driver's license number by phone or email.
- The first payment or down payment is required at the time the individual enters into an installment agreement. All payments must be made by credit, debit, reloadable prepaid card, or bank account draft (ACH). This payment method will be used for all remaining payments, unless updated through the *Customer Portal*.
- A valid email address must be provided, to sign the installment agreement contract and receive notifications.
- For anyone other than the individual owing the fees, an original *Power of Attorney* must be provided prior to an installment agreement being created. The *Power of Attorney* will only be accepted if it specifically authorizes the agent to enter into an installment agreement and conduct financial transactions with the Office of Motor Vehicles.

General:

- To enter into an installment agreement or inquire on a defaulted installment agreement, use one of the options below:
    - **Online**: Submit a request on the Expresslane.org
        - Include a valid phone number on the request
    - **Telephone**: Call OMV Customer Service at (225) 925-6146, option 3
    - **In person**:
        - **OMV Field Office**: Appointments are recommended and can be made at www.expresslane.org/appointments
        - **Public Tag Agents (PTAs):** Visit www.expresslane.org/locations to view a complete list of public tag agents that offer installment agreements
- Individuals are responsible for the following:
    - Payment method is updated, allows for monthly drafts, not locked, and has sufficient funds/credit for the service fee and reinstatement fee charged each month
        - The reinstatement fee and service fee will appear as separate fees for each payment made.
    - Information provided matches the information held by the financial institution for the payment method
    - Notifications sent by email are read.
        - Note: Emails may go to the email's spam folder.
- **Access the OMV *Customer Portal* to:**
    - Make changes to an active, valid installment agreement
    - Change the monthly automatic draft date
    - Make extra payment(s)
        - **Note**: Automatic payments will continue to be withdrawn.
    - Pay late fee(s) and missed payment(s)

- Pay in full
- Check balance
- Update information (i.e. phone number, payment method, etc.)

Fees:

- **Credit/Debit/Reloadable Prepaid Card** (for each payment)
  - 2.5% financial fee
  - $3.00 transaction fee
- **Bank Account Draft** (for each payment)
  - $1.00 financial fee
  - $3.00 transaction fee
- **Monthly Installment Agreement Payments**
  - The installment agreement payment will be drafted on the 10th of each month, unless the customer has changed it to the 1st or 20th.
  - The second payment of the agreement will **not** be charged until at least thirty (30) days from the first payment.
    - **Example** - An agreement is entered on 06/04/2022. The next payment will be drafted on 07/10/2022.
    - **Example** - An agreement is entered on 06/15/2022. The next payment will be drafted on 08/10/2022.
- **Down Payments to Enter into Installment Agreements**
  - Initial Installment Agreement
    - A down payment will not be required for customers entering into their first installment agreement
  - Second or Subsequent Installment Agreement after a Default
    - Requires a 25% down payment (as of 6/23/2023)
      - **The down payment was waived from April 8, 2020 to January 1, 2022, due to the economic hardships of COVID-19 and Hurricane Laura.**
      - **The down payment was waived from May 29, 2024 to January 20, 2025.**
- **Late Fees and Missed Payments**
  - Failed payments for any reason will count as a missed payment and have a $25 late fee added.
    - If the installment agreement is active, the missed payment and late fees must be paid through the customer portal. If entering into a new installment agreement the late fee(s) must be collected in the office or on the phone prior to starting the new installment agreement. Late fee(s) cannot be added to an installment agreement.
    - After six (6) missed payments and six (6) late fees the installment agreement will default after the 60th day if one of the following is not done:
      - The six (6) missed payments and all late fees are paid in full
      - The installment agreement and all late fees are paid in full

- All late fees are paid and a new installment agreement is entered into

- The default of the installment agreement will result in:
  - Suspended driver's license
  - The outstanding debt will be referred to the Office of Debt Recovery (ODR), which will result in:
    - An additional 15% collection fee **for insurance violations**
    - **No longer qualifying for the cap fee on insurance cancellations**
    - Funds will be seized, up to the amount of the outstanding debt with OMV plus any additional fees. A claim will also be filed with the United States Treasury Offset Program. Collection tools may be used to collect the outstanding debt referred to ODR which may include reporting the debt to a credit reporting agency or suspending and/or revoking a professional license.
  - A reinstatement fee of $60.00 for the default suspension.

Installment Agreement Online Customer Portal

Authority:
R.S. 32:8(A)(3) and (B)
R.S. 32:429.4
R.S. 47:1676(L)
To review Louisiana Statutes: http://www.legis.state.la.us

Background:

- The Office of Motor Vehicles' website (www.Expresslane.org) includes a "Customer Portal" for those in active installment plans. The portal allows those customers the ability to edit their personal information and payment type, view processed payments, print receipts, make additional payments (scheduled monthly payments will still be processed accordingly), and/or pay in full.

General:

- **Managing Your Active Installment Plan Online**
  - Visit www.expresslane.org.
  - Access the "Customer Portal"
    - Click "Online Services" from the top menu bar.
    - Click "Installment Plan".
  - Read the "Terms of Service". If agreeing to the "Terms of Service" and wish to proceed, click "Continue".
  - **Logging in to the Customer Portal**
    - **New Users** - If logging into the Customer Portal for the first time, click "Create Account". Once the account is created, enter a valid email address, driver's license number, and date of birth associated to the installment plan on the next page. Then, click "Continue".
      - A validation code will be sent to the email address associated with the installment plan account.

        - Type the validation code in the portal. Pick and answer three (3) security questions. Each security questions must be different from the previous.
    - **Existing Users** - If an existing user, enter the email address and password previously set for installment plan access. If the password is forgotten, click the "Forgot Password".

- **Note: If not in an installment plan or if the plan is suspended, call (225)925-6146 and select option three (3). Customers may no longer enter into an installment plan at a field office. Installment plan transactions are only conducted by phone.**
    - The customer will need the following to enter or change an installment plan:
        - Driver's license number
        - Valid email address
        - Internet access while on the phone with OMV personnel