

***P.O. 1114 Trailer Serial Numbers and VIN Replacement***

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***N. P.O. 1114 - Trailer Serial Numbers and VIN Replacement***

**1. ASSIGNMENT OF TRAILER SERIAL NUMBERS**

- i) Authority [LRS 47:477](#) requires the Office of State Police to assign and stencil a serial number on trailers or semi-trailers that are not commercially manufactured.
- ii) Responsibility Commissioned officers shall ensure that applicants furnish proof of ownership and/or a notarized statement of fact concerning the construction of a vehicle prior to assigning a serial number. Commissioned officers should make every effort to ensure that each vehicle stamped has all the equipment required by the Louisiana MVI Law. Commissioned officers may deny serial numbers to any person who does not have a roadworthy trailer having all serviceable equipment as required by the provisions of [LRS 32:1 et seq.](#), (e.g., lights, reflectors, tires, brakes, safety chains, etc.) or sufficient proof of ownership.
- iii) Definitions
  - a) Trailer - Single vehicles without motive power designed to carry property or passengers wholly on its own structure and designed to be drawn by a truck, tractor, or another motor vehicle and having two or more load carrying axles.
  - b) Semi-Trailer - Single vehicles without motive power designed to carry property or passengers and so designed to be used in conjunction with another vehicle so that some part of its own weight and that of its own load rests upon or is carried by the other vehicle and, for purposes of this order, has one load carrying axle.
  - c) Tandem Semi-Trailer - A semi-trailer which has two load carrying axles.
  - d) Tridem Semi-Trailer - A semi-trailer which has three load carrying axles.
  - e) Manufacturer - Person(s) engaged in the business of designing, manufacturing, constructing, or assembling new motor vehicles, trailers or semi-trailers.

**2. CLASSIFICATION OF TRAILERS**

- i) Homemade trailers or semi-trailers constructed or reconstructed from new or used parts which have never been registered or titled in any state.
  - a) The essential part(s) of the constructed or reconstructed trailer shall not come from a vehicle with an existing manufacturer's or State Police issued serial number unless presented with a Permit to Dismantle issued by the Office of Motor Vehicles.
  - b) Essential parts are considered to be the steel frame (including the tongue and hitch) and axles.
- ii) Shop-made trailers or semi-trailers constructed or reconstructed for the owner to meet his specifications. The builder may be anyone other than a manufacturer.
- iii) Trailers which have been built by a shop to be displayed for sale shall have a number
- iv) Affixed by the builder since they are actually manufactured vehicles requiring a Certificate of Origin from a licensed manufacturer. Legitimate shop made vehicles should be accompanied by an invoice stating "built according to specifications" and if that invoice shows tax was collected for parts and labor at the time of sale, then no tax is due when application for license and title is made.
- v) The owner/applicant must furnish a:
  - a) Notarized invoice, as described herein.
  - b) Notarized affidavit that the vehicle was not purchased from a manufacturer.
- vi) Factory-made trailers
  - a) Trailers or semi-trailers commercially manufactured which have the manufacturer's logo stamped onto the frame.

- b) These trailers or semi-trailers will have a factory assigned number as well as a Certificate of Origin.
  - c) Trailers or semi-trailers which are currently registered and display a serial number from another state do not require a State Police serial number.
    - 1) In the event that a serial number needs to be assigned to a factory-made trailer or semi-trailer, the owner must supply at least one of the following:
      - (i) a current registration certificate in his name, and/or;
      - (ii) a notarized Bill of Sale and the current registration certificate in the previous owner's name, and/or;
      - (iii) a judgment from a court of competent jurisdiction declaring ownership of the trailer or semi-trailer.
    - 2) Serial numbers which have been defaced, obscured, or are otherwise illegible, may be re-stenciled without cost to the owner, provided the owner furnishes the title or registration for that vehicle. If the owner provides proof of ownership by means of a judgment from a court of competent jurisdiction, the assignment of the serial number shall be affixed in accordance with the provisions of Section 3 of this order for factory made trailers.
  - d) This does not apply to motor vehicles.
- vii) Assignment of Serial Numbers
- a) Commissioned officers should be aware that some manufacturers may attempt to have their products assigned a serial number as a homemade vehicle to avoid the payment of taxes. All manufactured vehicles must have a factory assigned number.
  - b) Commissioned officers shall closely inspect all essential parts to avoid assigning a trailer serial number to stolen equipment.
  - c) When a person wishes to construct a trailer from an existing vehicle's parts, he must:
    - 1) Submit to the Office of Motor Vehicles the last existing title on the vehicle he wishes to dismantle.
    - 2) Obtain a Permit to Dismantle issued from the Office of Motor Vehicles.
    - 3) Submit to the officer the Permit to Dismantle.
3. TRAILER/SEMI-TRAILER ASSIGNED VIN FORMAT
- i) The format for the assignment of VINs to homemade and shop made vehicles is as follows:
    - a) Trailers T 00000 SPLA.
    - b) Semi-trailers ST 00000 SPLA.
    - c) Tandem semi-trailers TST 00000 SPLA.
    - d) Tridem semi-trailers TTST 00000 SPLA.
  - ii) The format for the assignment of VINs to factory-made vehicles is as follows:
    - a) Trailers FT 00000 SPLA.
    - b) Semi-trailers FST 00000 SPLA.
    - c) Tandem semi-trailers FTST 00000 SPLA.
    - d) Tridem semi-trailers FTTST 00000 SPLA.
  - iii) Assigned serial numbers will be stenciled on the vehicle tongue or frame member one (1) foot behind the hitch or attachment device.
  - iv) Commissioned officers shall complete all appropriate spaces on the DPSSP 3504 and follow the routing instructions thereon.
4. REPLACEMENT OF VIN PLATES
- i) Anyone requesting the replacement of a VIN plate for a motor vehicle subject to registration under Louisiana law shall:
    - a) Obtain a Replacement of VIN Plate Form (DPSSP 3512).
    - b) Contact Towing and Recovery to schedule a physical inspection of the vehicle.
    - c) Present the vehicle title and any necessary supporting documents.
  - ii) The Towing and Recovery Unit shall:
    - a) Inspect the vehicle to assure that it is the same vehicle described on the applicant's

- title and application.
  - b) Check the applicant's portion of the application to ensure proper completion.
  - c) Establish and maintain records and control procedures for the replacement VIN plates.
  - d) Assign a State Police replacement VIN plate by control number and keep a record of each transaction.
  - e) Assign a VIN identical to the manufacturer's original VIN, as determined through physical inspection.
  - f) Return the completed forms and the replacement VIN plate to the State Police Trooper who performed the inspection for attachment.
  - g) Provide technical assistance to Troop representatives.
5. VIN ATTACHMENT
- i) The assigned replacement plate will be affixed to the vehicle by the State Police representative to whom the application was made.
  - ii) The replacement plate will be attached to the vehicle according to the instructions furnished with the DPSSP 3512.
  - iii) Once the plate has been attached to the vehicle, the "attachment" portion of the DPSSP 3512 shall be properly certified, a copy given to the applicant, and the original returned to the Towing and Recovery Unit.
  - iv) In the event the replacement plate is damaged or defaced, the plate and the original DPSSP 3512 shall be returned to the Towing and Recovery Unit along with a written explanation of the damage. A duplicate will be issued.
6. ASSIGNMENT OF NEW LA VINS AND MARKING HOMEMADE MOTORCYCLE FRAMES
- i) Persons requesting assignment of a LA VIN to motor vehicles or kit cars, or the re-stenciling of VIN of motorcycles onto homemade motorcycle frames shall be directed to contact the Towing and Recovery Unit of the State Police in Baton Rouge.
7. PHYSICAL INSPECTIONS - TRAINING REQUIREMENTS
- i) All routine physical inspections of motor vehicles shall only be conducted by commissioned personnel who have successfully completed the Physical Inspection Certification training course.
  - ii) Auto Theft personnel of the Insurance Fraud/Auto Theft Unit shall be responsible for providing training for the Physical Inspection Certification course.
  - iii) Commissioned personnel who successfully complete the Physical Inspection Certification training course will be issued a numbered certification card and will be listed in the Lotus Notes Physical Inspection database.
  - iv) It shall be the responsibility of the Insurance Fraud/Auto Theft Unit Supervisor, or his designee, to add and maintain names of all personnel who successfully complete the Physical Inspection Certification training in the Lotus Notes Physical Inspection database.
8. PHYSICAL INSPECTION FORMS
- i) DPSSP 3515 triplicate form is the only approved form to be used to conduct Physical Inspections. Booklets for troop personnel, local or non-DPS law enforcement agencies shall be assigned, issued, and entered into the Physical Inspection Database by headquarters supply personnel at the time they are issued.
  - ii) The Troop Commander shall designate an individual(s) who will list and track DPSSP 3515 booklets in the Lotus Notes Physical Inspection database for those forms which are issued to local law enforcement agencies.
  - iii) The White copy of DPSSP 3515 shall be filed monthly with the Louisiana Office of Motor Vehicles headquarters office located in Baton Rouge on the DPS compound.
  - iv) The Pink copy of DPSSP 3515 shall be maintained by the Troop for a period of three (3) years.

- v) The Yellow copy of DPSSP 3515 is issued to the person requesting the Physical Inspection.
  - vi) Other law enforcement agencies may submit white copies to the Troop or mail to: Office of Motor Vehicles, P.O. Box 64886, Baton Rouge, LA 70896. Troops shall forward all submissions received from other agencies to the Office of Motor Vehicles at least once per month.
9. REFERRALS TO AUTO THEFT
- i) Abnormalities discovered during the routine Physical Inspection which would cause the Physical Inspection to be referred to LSP Auto Theft personnel:
    - a) VINs that do not conform to VIN standards
    - b) VIN plates containing screws rather than rivets
    - c) VIN plates that appear scratched, tampered, or altered