

LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
OFFICE OF MOTOR VEHICLES
P.O. BOX 64886
BATON ROUGE, LA 70896-4886

REQUEST FOR REFUND

COMPLETE FORM FULLY

REFUND TYPE

Drop Down -must select

OFFICE # (Refunding)

MAIL REFUND TO: NAME	AMOUNT OF REFUND	REFUND AMOUNT REFLECTS THAT THE HANDLING FEE WAS CHARGED WAIVED	IF VRB OFFICE ERROR, CHECK HERE	RE: CUSTOMER'S NAME
ADDRESS				
CITY, STATE, ZIP CODE				
OPERATOR'S LICENSE # (Required DMB or DL USE ONLY)	DL Issuance Audit #	DMB Fee Receipt #	DMB Case # and Case Type	
DATE ACCEPTED	PAYMENT TYPE (Cash, Check, Credit card, Money order)		Remit Code (from DMB Record)	REFUND FROM <input type="checkbox"/> OVERAGE <input type="checkbox"/> OTHER Issuing office ()
MAKE OF VEHICLE	YEAR	VEHICLE IDENTIFICATION # Required VRB		VEHICLE PLATE #
I.R.P. USE ONLY ACCOUNT# UNIT # SUPPLEMENT #				BATCH / SEQUENCE NUMBER (HDQTRS. USE ONLY)

REASON FOR REFUND (IN DETAIL):

SIGNATURE OF EMPLOYEE INITIATING REPORT	DATE
AUTHORIZED SIGNATURE	DATE

INSTRUCTIONS AFTER COMPLETING THIS FORM

1. Attach proper documentation of monies received initially **(example: copy of receipt, copy of registration certificate, supporting documents, etc.)**.
2. Scan with appropriate documentation to the available Refunds batch class.
3. Office of Management and Finance will request transfer of monies from the State Treasurer's Office weekly. Refund check will be mailed to applicant within 4 to 6 weeks from date of request.