



Louisiana Department of Public Safety  
Office of Motor Vehicles  
**Policy 20.00 Duplicate License/Identification Card**

**Section:** 1. Issuance of Driver's License

**Effective Date:** 05/01/1986

**Revised Date:** 03/12/2025

**Authority:**

[R.S. 32:413](#)

[R.S. 40:1321](#)

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

**Definitions:**

- **Duplicate License or Identification Card** – Transaction used when license or identification card has been lost, stolen, or mutilated.

**Requirements:**

- Proper identification as outlined in Section 1, Policy 6.00, [Identification Requirements](#), must be presented, unless the applicant can be identified through the Department's Photo Retrieval program. See exceptions listed below.
  - If the license will expire within ninety (90) days, the transaction must be processed as a renewal.
  - If the license will expire within 180 days, the applicant has the option to renew.
- **For additional requirements for all applicants seventeen (17) and under**, see Section 1, [Policy 8.00, Authorization/Licensing of a Minor's Application for a Driver's License/Identification Card](#).

**Exceptions:**

- No other identification is required if an applicant **eighteen (18) years of age or over** applies for a duplicate driver's license or identification card and **all** of the following apply:
  - A photo image exists under the Photo Retrieval Program
  - The applicant is clearly identified
  - The applicant is able to present one document identifying them as the license holder.
- No other identification is required if an applicant **under the age of eighteen (18)** applies for a duplicate driver's license and **all** of the following apply:
  - A photo image does exist under the Photo Retrieval Program
  - The applicant is clearly identified
  - **Note: Signature of the custodial parent or legal guardian is required prior to issuance**
- No other identification is required if an applicant **seventeen (17) years of age** applies for a duplicate identification card and **all** of the following apply:
  - A photo image does exist under the Photo Retrieval Program
  - The applicant is clearly identified

- The applicant is able to present one document identifying them as the license holder.
- **Note:** The credential can be issued without the custodial parent/guardian's signature.

### **Fees**

- A duplicate fee, as outlined in Section 1, Policy 2.00, [Fees and Duration of License / ID Card](#), will be charged for the issuance of a duplicate license/identification card.

### **Related Policies**

Section 1, Policy 6.00, [Identification Requirements](#)

Section 1, Policy 2.00, [Fees and Duration of License / ID Card](#)

Section 1, Policy 5.00, [License Under Suspension or Revocation](#)

Section 1, Policy 26.00, [Photo Retakes](#)