



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 2.03 Completion of Vehicle Application (DPSMV1799)

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 06/28/2013

Revised Date: 10/07/2021

Authority:

Administrative

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

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

Objective: The Office of Motor Vehicles requires the completion of the Vehicle Application ([DPSMV1799](#)) to process vehicle title and/or registration transactions. This policy outlines when a Vehicle Application Form ([DPSMV1799](#)) is required.

Definitions:

- **Vehicle Application ([DPSMV1799](#))** – Document required on all transactions in which a title will be either immediately or ultimately generated, including Electronic Lien Title transactions. This form is also required on any transaction to replace a lost license plate or sticker, a plate conversion, a transfer of a license plate, and any change of address.

Eligibility:

- The Vehicle Application ([DPSMV1799](#)) must be signed by the vehicle owner(s), in order to be eligible to process the vehicle title and/or registration transaction, in which the form was required.

General:

- **Title Transaction Requirements for Completion of Vehicle Application (DPSMV1799)**
 - **Mandatory Fields to be completed:**
 - VIN
 - Make
 - Body
 - Year
 - Mileage
 - Model/Weight
 - Vehicle model must be entered for passenger vehicles and automobiles
 - Gross Vehicle Weight Rating (G.V.W.R) must be entered for trucks
 - ORV must be entered for off road vehicles
 - This field may be left blank for all other vehicle types
 - Name of Owner

- Driver's License/ID or EIN (of owner)
 - Driver's license (DL) and/or identification cards (ID) issued by another state must be included on the application along with the state prefix, but cannot be entered when processing the transaction.
- Name of Joint Owner (if applicable)
- Driver's License/ID or EIN (of joint owner, if applicable)
 - Driver's license and/or identification cards issued by another state must be included on the application along with the state prefix but cannot be entered when processing the transaction
- Residence Address
 - Should list business location, if titled for commercial purposes
- City
- Parish
- State/ZIP
- Domicile Code
- NEW/USED
- Date Acquired
- Tax Date
- Signatures of owner and joint owner(s) and Date of signature.
- **Additionally, the following questions must be answered with a "Yes" or "No"**
 - Residing within corporate limits of a municipality
 - Residing within a special tax district or ward
- **Mandatory fields to be completed, if applicable:**
 - Dealer Code
 - Lessee/Mail-To/Domicile/Renter
 - If "Lessee" or "Renter" is selected, the name, address, and DL/ID or EIN of the lessee or renter must be entered
 - If "Mail-To" is selected, the appropriate name and mailing address must be entered
 - If "Domicile" is selected, the appropriate name and domicile address must be entered
 - Lien Holder Name and Address
 - Trade VIN
 - Trade License Number
 - Cost of Vehicle
 - Trade Value
 - Rebate
 - Taxable Value
 - Electronic Funds Transfer (EFT) Code
 - Electronic Lien Transfer (ELT) Code
 - Plate Conversion – To be completed if conversion from one plate type to another is being requested
 - Plate Transfer – To be completed if a transfer of plate is being requested
 - Lost, Stolen, or Replacement – Must be completed if a replacement of a lost or stolen plate or sticker is being requested
 - Title Correction – Must be completed if application for title correction is made unless a separate statement is provided which includes the identified error and the information necessary to correct the error. If a separate statement is provided it must be maintained as part of the file.

- Farm Use Statement – Must be completed unless a separate farm use statement is provided and included in the file.
- Out of State Declaration – Must be completed if the vehicle is being imported into the state for use. See Section 4, Policy 48.00, [Out-of-State Transfers and Reciprocity with Other States](#).
- Disclosure of Salvage/Reconstructed/Water Damage/ Hail Damage – Must be completed when application is made for salvage, reconstructed, water damage or hail damage title unless a separate disclosure ([Application for a Salvage/Reconstructed Motor Vehicle](#)) is provided. ¹
- Duplicate Title Affidavit –If a duplicate title is being requested, the following is required:
 - One of the following must be checked: “Lost”, “Mutilated”, or “Never Received”.
 - Block indicating permission to mail title to the address indicated on the vehicle application form, if the "mail-to" section of the vehicle application form indicates someone other than the owner.
 - Signature of owner(s)
 - Witness signatures, if the owner does not sign the duplicate title affidavit in the presence of a notary
 - Date the duplicate title affidavit is notarized/witnessed
 - Notary public signature, printed name, and ID number must be completed by a notary or may be witnessed by an OMV or PTA employee, if the owner signs in their presence and their identity has been verified.
- Affidavit of Non Possession of Title by Lienholder - In addition to the signature and notary section, one of the following must be checked:
 - Block indicating the title was never received.
 - Block indicating the title was received and surrendered to the owner.
- **Note: The Vehicle Application Form ([DPSMV1799](#)) was revised 01/2018 to no longer require specification of the use of a factory built home as residential or commercial.**
- **Other Transaction Requirements for Completion of Vehicle Application (DPSMV1799)**
 - **Mandatory fields to be completed for lost plates/ sticker, plate conversion/transfer applications:**
 - VIN
 - Make
 - Body
 - Year
 - Model/Weight Field for plate conversion applications being processed for trucks
 - Name of Owner
 - Driver’s License/ID or EIN [of Owner]
 - Name of Joint Owner (if Applicable)
 - Driver’s License/ID or EIN [of Joint Owner if Applicable]
 - Signature of at least one owner and date
 - Declaration Section A/B/C (on second page), as applicable to transaction
 - If a plate transfer is made as part of a title application, the requirements for completion of application on a title transfer must be used.

- **Mandatory fields to be completed for any application with or for a change of address:**
 - Same as above for “other” transactions
 - Residence Address
 - Business location, if for commercial purposes
 - City
 - Parish
 - State/ZIP

Required Documentation:

- The following chart may be used as a quick reference for determining when the use of a Vehicle Application ([DPSMV1799](#)) and/or Permission to Process Form ([DPSMV1806](#)) are required:

Type of Transaction	Need Vehicle Application (DPSMV1799) completed and signed by owner?	Need Permission to Process Form (DPSMV1806) when owner is not present?
All transactions in which a title will be generated (this includes electronic lien transactions)	Yes	No
Duplicate Registration	No	Yes
Lost Plate or Sticker, Plate Conversion, Transfer of Plate	Yes	No
License Plate Renewal	No	Yes
Address Change	Yes	Yes
Voluntary Surrender of License Plate	No	No

Fees:

N/A

Related Policies:

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

Section 4, [48.00, Out-of-State Transfers and Reciprocity with Other States](#)

References:

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