Louisiana Department of Public Safety

Office of Motor Vehicles

15.00 Duplicate and Returned Titles

Revised Date: 11/13/2026

Purpose

This policy describes requirements for obtaining a duplicate title and returned title flags.

Definitions:

- **Duplicate Title** - title that can be issued when the original has been mutilated, lost, destroyed, or never received.
- **Returned Title** – titles which have been returned by the Post Office as undeliverable

Duplicate Titles

Authority:
R.S. 32:713
To view Louisiana Statutes: https://legis.la.gov/legis/Home.aspx

General:

- A duplicate title can be issued when the original has been mutilated, lost, destroyed, or never received.
- Only the registered owner, the registered owner's agent, or lienholder can apply for a duplicate title.
- A duplicate title may be mailed to an address other than the registered owner's address, if the owner submits a notarized statement or completes the *Vehicle Application* (DPSMV1799) form authorizing the mailing.
- A duplicate title **cannot** be issued in a deceased owner's name, unless duplicate title affidavit section was completed and notarized prior to death.

Required Documentation:

- A completed *Vehicle Application* (DPSMV1799) form, including the completed and notarized duplicate title affidavit.
    - Witness acknowledgment before a notary will be acceptable **only** if the witness has signed the *Vehicle Application* (DPSMV1799) form, indicating the owner or lienholder's signature was witnessed on the appropriate section of the form.
    - In lieu of notarization, the application can be signed in front of an Office of Motor Vehicle employee (MVCA) or a Public Tag Agency employee.
    - In lieu of the registered owner signing the application, only the following entities can sign the application:

        - **Power of Attorney** - A person holding the original power of attorney/mandate or a certified true copy of the original. The power of attorney/mandate must be provided.
        - **Court Order** - A curator or curatrix for an interdicted owner (a person above the age of majority who is declared by the court to be incapable of taking care of his/her own affairs), provided a copy of the current court order is also submitted
        - **Bankruptcy** - A trustee for the bankruptcy court, provided a copy of the referee's order appointing him as trustee is submitted
        - **Company or Corporation** - A representative for a company/corporation may sign the application for a duplicate title provided his/her position with the company/corporation is shown on the application.
        - **Lienholder** - The recorded lienholder may request a duplicate title without the registered owner's signature, if the lien is to remain on the title. *The Affidavit of Non-Possession of Title by Lienholder* section must be completed on the application.
            - If a lienholder's address has changed, the lienholder must submit a request on letterhead stationery or a *UCC3* form requesting the address change.
            - A lienholder's name cannot be changed (in the case of a buy-out) when processing a duplicate title.
- Proof of lien satisfaction, if applicable.

Procedures

- **Processing information for Duplicate Titles:**
    - **Verification/Completion of Paperwork**
        - Any original, legal document presented shall be photocopied. Return the original and maintain the copy as a part of the file.
    - **Completion of duplicate title affidavit in office**
        - Confirm the identity of the person signing the duplicate title affidavit before allowing applicant to sign.
        - If the OMV/PTA employee is signing in lieu of notary, the employee must sign on the *Notary Public Signature,* print their name on the *Printed Name* line, and enter the operator ID in the *ID Number* field.
    - **Prior to Issuance**:
        - Check the vehicle record on the computer system. Verify the registered owner and any lienholder information listed on the record is accurate.
        - Perform a NMVTIS check to verify no title has been issued out-of-state.
            - If an out-of-state record is indicated in NMVTIS after the previous Louisiana title issuance, the file **must** be rejected.
        - If **no record** is found on the computer system, the following items must also be submitted:
            - A copy of a Louisiana registration
                - The record can be re-built and the duplicate title transaction processed.

        - Before the record can be rebuilt, FAF2 shall be checked to verify the registration and last registered owner matches
    - If no registration certificate is available, review *Content Navigator* for a record. If a record can be located it can be re-added to the system.
- If no record can be found and the vehicle is 25 years of age or older and is not classified as an antique or vintage vehicle, refer to Section 4, Policy 8.02, Good Faith Possession of a Vehicle. If the vehicle does not meet the criteria, the owner must produce legal documentation declaring them to be the legal owner of the vehicle.
- If a lien was recorded on the record, verify the lien status and that necessary documentation has been submitted to support the current lien status.
- If a new lien is to be recorded, proper documentation must be submitted and verified to record the lien.

- **Processing Duplicate Titles**
    - Only the following transactions shall be utilized when processing a duplicate title:
        - ***TT61***
        - ***TT62***
    - Only the below fields may be changed when processing a duplicate title:
        - **ADR** (customer) - Customer address, including city and zip code
        - **DL** - Driver's license number
        - **EIN** - EIN number
        - **2NM** - Secondary name
        - **2NST** - Mail-To
        - **2AD** - Secondary address, including city and zip code
            - If the documentation submitted indicates the title be mailed to another individual or entity, the name and address of the individual or entity must be entered in the ***2NM*** (Secondary Name) and ***2AD*** (Secondary Address*)* fields and designated as a "mail-to" address in the ***2NST*** field.
        - **ADR** (lienholder) - Lienholder address, including city and zip
        - **T** - Title fee field

Returned Titles

Authority:
Administrative

General:

- Titles that have been returned by the Post Office as undeliverable shall have a ***TI*** flag (title in file) set on the vehicle record by the Vehicle Information Unit.

Requirements:

- Returned titles may be re-mailed when the appropriate record corrections and supporting documentation have been provided.
- The following requirements apply when requesting that a returned title be re-mailed:

- If the title was originally mailed to an invalid address, an address correction shall be processed before the title can be re-mailed.
- If the title is to be mailed to someone other than the owner, a completed vehicle application must be submitted indicating the requested mail-to name and address.
- If the title record reflects an incorrect lienholder address, written verification of the correct address must be submitted with the re-mail request.
    - If the incorrect address was provided by the lienholder, verification must be submitted on the lienholder's letterhead or in a notarized affidavit.
    - If the incorrect address resulted from operator error, verify the correct address in Content Navigator and update the record using the information provided on the lien document.