



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 35.00 Recording Liens on Vehicles

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 01/01/1990

Revised Date: 08/25/2025

Authority:

[R.S. 32:710](#)

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

Definitions:

- **Lien** – A filing submitted with vehicle titling paperwork showing a creditor's interest

Requirements:

- If any documents submitted (MSO or invoice) indicate a lien, a lien instrument must be included with the file.

Type of Lien Document	Use	Requirements
UCC-1	Financial statement that a creditor files showing their interest in the property. A UCC-1 may be used to: • Record a lien on a vehicle record • Correct or amend prior filings	• A UCC-1 form does not need to be notarized or witnessed. Legible originals or copies of the UCC-1 are acceptable if they contain the following: ○ Name and address of secured party (lienholder) ○ Name and address of debtor(s) ○ Complete description (year, make, model, body style, and VIN) of vehicle • For companies with large fleets, an attachment listing the complete description of all vehicles covered by the UCC-1 is acceptable. Reference to the attachment should be made in Item No. 6A on the UCC-1 form.
UCC-3	Used as a way to edit, move, or terminate the original UCC on file. A UCC-3 may be used to: • Record a lien on a vehicle record • Amend substantial changes (i.e. addition, deletion, or assignments of contract)	• A UCC-3 form does not need to be notarized or witnessed. Legible originals or copies of the UCC-3 are acceptable if they contain the following: ○ Name and address of secured party (lienholder) ○ Name and address of debtor(s) ○ Complete description (year, make, model, body style, and VIN) of vehicle For companies with large fleets, an attachment listing the complete description of all vehicles covered by the UCC-3 is acceptable.
Security Agreement	Shows the interest of property (i.e. vehicles), submitted by a creditor. A Security Agreement may be used to: • Record a lien on a vehicle record	• A security agreement does not need to be notarized or witnessed. Legible originals or copies of the security agreement are acceptable if they contain the following: ○ Name and address of secured party (lienholder)

		○ Name and address of debtor(s) ○ Complete description (year, make, model, body style, and VIN) of vehicle
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- Security agreements or chattel mortgages may be filed in any form, provided the information contained therein conforms to the requirements of the Department
- **Name Usage on Lien Documents:**
 - Name on the UCC or security agreement must be in the same name as all other documents required to obtain title.
 - A lien document should not be rejected if the first name and the last name match all other required documentation.
 - A lien instrument is acceptable if:
 - Middle name is missing from required documents
 - Documents contain the applicant's middle initial rather than the full middle name
- **Changes** – The following is required if a change shall be made:
 - **UCC-1** - If submitted for minor corrections (i.e. to correct an address or the name of a creditor), only the signature of the creditor will be required
 - **UCC-3** - If submitted for minor corrections (i.e. to correct an address or the name of a creditor) only the signature of the creditor will be required
 - An affidavit may be used to correct or amend prior security agreement filings. The affidavit must state the correction and always be signed by both debtor(s) and creditor(s)

Fees:

- \$15.00 lien fee, when a **UCC instrument** is submitted to record a lien
- \$10.00 lien fee, when any **other lien instrument (including an out of state title)** is submitted
 - This fee will consist of a \$5.00 recordation and a \$5.00 cancellation fee. Since the lien cancellation fee will be paid prior to cancellation, once the lien is released, additional fees **will not** be required to remove the lien from the record.
 - Lien recordation fees will not be collected when processing a foreign title held by lienholder.

Related Policies:

Section 4, Policy 35.01 [Acceptable Proof Of Lien Cancellation Prescription](#)

Section 4, Policy 35.03 [Electronic Lien and Title Program](#)