Section: 1. Issuance of Driver's License

Effective Date: 03/28/1995 **Revised Date:** 02/10/2025

Authority:

R.S. 40:1321 (C-I)

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

Definitions:

- Expression The Office of Motor Vehicles (OMV) website that provides OMV information and/or Louisiana driver's license or identification card self-service tasks
- **LAWallet** Application that provides an official digital driver's license and Louisiana driver's license or identification card self-service tasks

General:

- Identification cards may be renewed by mail, internet, or field office locations.
- Applicable fees apply for the renewal of an identification card.

Eligibility:

- You are **not** eligible to renew by mail or internet if:
 - A mail-in renewal invitation was not sent/received.
 - The last renewal was by mail or internet.
 - The identification card was cancelled for any reason, lost, or has been expired six (6) months or more.
 - A correction must be made on the credential.
 - You are requesting change of address.
 - You are a nonresident alien.
 - An identification card is issued free of charge.

Required Documentation:

- You must have the picture identification card and the mail-in renewal invitation to be eligible to renew by mail or the internet. The renewal notice is mailed ninety (90) days before the expiration date.
 - To Renew by Mail Sign the application and return to the Office of Motor Vehicles with the appropriate fee in the form of a personal check, money order, cashier's check, or certified check made payable to the Office of Motor Vehicles.
 - To Renew by the Internet Visit <u>Expresslane.org</u> and follow the instructions listed on the invitation. Payments may be made by MasterCard, VISA, American Express, Discover Card, or any other credit card approved by the Department. A credit card fee may be assessed.

• Process to Renew:

Expresslane

- Visit www.expresslane.org.
- Click Online Services from the top menu.



Select ID Card Renewal.



- Read the Terms of Service, then click Let's Get Started, if agreeing to the Terms of Service.
- Read the conditions and certify by answering Yes if all information is correct.
- Enter the identification card number, as it appears on the card, and date of birth.
- Select Yes or No to register to vote.
- Click Continue.
- Verify that the populated information is accurate, then select Yes, Continue.
- Review the payment summary. To continue, select Yes.
- Complete all payment information steps to complete the transaction.

LA Wallet

Download and install LA Wallet on the mobile device.



- Open the application upon completion of the installation.
- Complete the following steps:

New Account

- Click Create Account.
- Read the *Terms of Use* to its entirety and select *Accept Terms and Conditions* or *Deny*. If the user denies the terms, the
 application will not allow the user to create the account.
- Enter a valid email.
- Create a password and confirm the password.

Existing Account

- Click Login to an Existing Account if an account has previously been created.
- Enter the email address and password for the LA Wallet credentials.
- If the program requires a pin, create and confirm a four-digit pin.
- Enable Biometric Biometrics allow for authorization of payments using an electronic device using facial recognition, fingerprints, etc. Select Yes if wanting to use Biometric or No if not wanting to use Biometric.
- To add a license record to the application, click Add License. A disclaimer will appear stating that the user may enter the driver's license or identification card

information manually or may scan the back of the license to auto-populate the information.

- **Status** Enter all required information, as it appears on the Louisiana driver's license or identification card.
- **Scan** Scan the bar code presented on the back of the Louisiana driver's license or identification card. The information will auto-populate.

Renewing the Identification Card

- Click Menu.
- Select Renew Physical License/ID.
- Read the requirements and click Check Renew Eligibility.
- The application will notify the user of his/her eligibility.
- If eligible, confirm all information and specify if voter registration services are needed. Click **Continue**.
- Complete all required steps to complete the purchase of the identification card.
 The total amount to be charged will populate. Click *Checkout* if agreeing to the charges.

Credential was Not Received in the Mail

- It may take up to thirty (30) days to receive your credential by mail. If it has been thirty (30) days and you still have not received your credential, but within sixty (60) days from the date of transaction, visit the nearest motor vehicle location with your receipt to receive your free duplicate. This also applies to identification cards ordered through LA Wallet
- o If the address is not the address that is on your credential, visit a <u>field office</u> for a duplicate and <u>address change</u>.
 - Duplicate fees will apply, as you are not eligible to renew or apply for a duplicate online or by mail with an incorrect address on your license. A refund for your original transaction will **not** be issued.
- The Office of Motor Vehicles does **not** forward mail. If you have requested your mail to be forwarded from the address that appears on your credential, it will be returned to the Office of Motor Vehicles. Call (225) 925-6146 and select option 1 to inquire about a possible returned credential.
- Credential to be Mailed Out-of-State Refer to Reconstructed Driver's License/Identification
 <u>Card</u> policy.

Related Policies:

Section 1, Policy 3.03, Voter Registration

Section 1, Policy 3.04, Residency Requirements

Section 1, Policy 6.00, Identification Requirements

Section 1, Policy 19.00, Identification Cards

Section 1, Policy 19.02, ID Cards Issued For Voter Registration Purposes

Section 1, Policy 25.01, Reconstructed Driver's License / Identification Card