



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 38.00 Black & White Photo Requests

Section: 1. Issuance of Driver's License

Effective Date: 03/03/1993

Revised Date: 12/11/2025

Authority:

[R.S. 32:412.1](#)

[R.S. 44:1 \(A\)\(2\)](#)

Title 18, §2721 through 2725

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

Definition:

- **Black and White Photo** - A copy of the actual Louisiana operator's license or identification card

General:

- Louisiana law provides that certain information is a matter of public record and therefore available to the public.
- All requests must meet the guidelines set forth in federal law in order to release personal information.

Requirements:

- **Requests from Law Enforcement Agencies**
 - Completed form DPSMV2109 or a request completed on company letterhead submitted by one of the following:
 - By fax to 225-925-4256
 - By email to photorequest@la.gov
- **Requests from State Agencies**
 - Completed form DPSMV2109 submitted by one of the following:
 - By fax to 225-925-4256
 - By email to photorequest@la.gov
 - State Agencies may request black and white photographs needed for the normal scope of their business.
- **Requests from Private Investigators**
 - Completed form DPSMV2109 submitted by one of the following:
 - By fax to 225-925-4256
 - By email to photorequest@la.gov
 - Private Investigators must submit a photocopy of their current private investigator's license with each request.
 - Information may be disclosed to private investigators in three circumstances only:

- When conducting investigations for attorneys who are in litigation or litigation is pending.
 - A request on the attorney's letterhead must be submitted, citing the case being investigated, describing the photograph requested, and authorizing the private investigator to obtain the information for the attorney.
- When conducting investigations for insurance companies who are investigating claims or when investigating fraud.
 - A request on the insurance company's letterhead must be submitted citing the claim number or case on which the investigation is being conducted.
 - This letter must contain the information being requested and authorize the private investigator to obtain the information for the insurance company.
- When permission has been granted by the applicant authorizing release of their information to the investigator.
 - A detailed letter of permission must be submitted containing the signature of the applicant.

Note:

- Requests for photographs that are received by 11:00 a.m. will be processed and ready for pick-up or they will be mailed the following day at 11:00 a.m.
- Anytime more than five (5) photos are requested at one time, same-day service is not guaranteed.
- If a photograph is unavailable, a letter will be returned indicating "NPA" (no photograph is available).
- One (1) black and white copy will be processed for each request.
 - **Only** State Police will receive two (2) copies, when requested.
- Fees must be received before the photographs can be released.
- Photographs will be held for thirty (30) days **only**. After thirty (30) days, the photograph will be destroyed, a new request must be processed, and both must be pre-paid before the request will be filled.
- Other information may be required, depending upon the nature of the request.

Fees:

- \$8.00 fee per photo.
 - Payment shall be made with a company check.
 - Personal checks **will not be accepted**.
 - Enforcement Offices of state agencies and Law Enforcement are exempt from the \$8.00 fee.