



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 38.00 Official Driving Record (ODR)

Section: 2. Driver's License Laws

Effective Date: 07/01/1986

Revised Date: 07/01/2015

Authority:

[R.S. 14:98 \(F\) \(2\)](#)

[R.S. 32:393.1 \(B\)](#)

[R.S. 32:414 \(A\) \(1\) \(a\)](#)

[R.S. 32:414 \(K\), 430\(N\), and 667\(H\)](#)

[R.S. 32:414.2 \(B\) \(2\)](#)

[R.S. 32:853 \(A\) \(1\) \(a\)](#)

[R.S. 32:853 \(A\) \(1\) \(c\) \(iii\)](#)

[R.S. 32:1472](#)

[R.S. 44:31 & 32](#)

OLA File No. 1999-1126

Title 18, U.S. Code, #2721 et seq.

Federal Driver's Privacy Protection Act

Fair Credit Reporting Act/Federal Trade Commission (FTC)

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

Definitions:

- The **Official Driving Record Report (ODR)** is a summary of a person's driving record including suspensions, disqualifications, convictions, accident suspensions, revocations, name, address, date of birth, sex, license number, class of license, license expiration date, restrictions or endorsements, and the disclosure code.

General:

- **Retention Period** - Traffic violations that require suspensive action are displayed for a five-year period from the date of conviction or until all requirements have been met with the exception of:
 - DWI, Vehicular Negligent Injury, Vehicular Homicide and Out of Service Order (CDL) violations are displayed for a ten-year period from the date of conviction or until all requirements have been met. Underage Driving Under the Influence (UDUI) convictions are displayed for a two-year period from the date of conviction or until all requirements have been met unless the licensee receives another UDUI conviction within two years of the original conviction. If that occurs, the original conviction is then displayed on the official driving record (ODR) for a four-year period and the subsequent UDUI is displayed on the official driving record (ODR) for a period of two years. However, if the subsequent conviction is a DWI and not a UDUI, then it is displayed on the official driving record (ODR) for a period of 10 years.

- CMV Disqualification violations (CDL) are displayed for a ten-year period from the date of conviction or until all requirements have been met. The provisions of the Code of Criminal Procedure do not apply to CMV violations and convictions or those violations and convictions committed by a CDL class holder while operating a private vehicle that require disqualifications. Disqualification is imposed even if a conviction is set aside or dismissed under Article 892.1, 893, 894, or pre-trial diversion/pre-trial intervention.
- Affidavit (AFF) flag indicating unpaid traffic offenses is displayed three years from the conviction date or until all requirements have been met.
- No Insurance (NI) flag indicating a cancellation of insurance violation or notice of violation offense is displayed three years from the date of cancellation or until all requirements have been met.
- Administrative per se (refusal/submits) are displayed for a ten-year period from the date of arrest or until all requirements have been met. However, they are not displayed if pending.
- Accidents are displayed three years from the date of the accident.
- Traffic violations that require no suspension action are displayed for a three- year period from the date of conviction.
- **Purpose** -The purpose of the ODR is to enable any authorized requesting party to obtain information on an individual's driving history.
- **Purchase Methods** - ODRs may be purchased in any of the following methods.
 - By sending the request and fee by mail to:
Office of Motor Vehicles
Compulsory Insurance Unit
P.O. Box 64886
Baton Rouge, La. 70896
 - By making the request on the internet at www.expresslane.org
 - By entering into a departmental contract to receive overnight computer batch or on-line inquiries. Interested parties may contact the Motor Vehicle Commissioner's Office at (225) 925-6335.

Requirements:

- Any request for an ODR must include the following:
 - The full name of the person
 - The date of birth
 - The driver's license number
 - The required fee for the purchase of the record
- Be for the requestor's own record; otherwise, written authorization or some other form of waiver from the individual (licensee) whose record is being purchased or reviewed must be submitted unless the requestor is an exempt party such as law enforcement.
- Comply with provisions of Federal Driver Privacy Protect Act.
- Fair Credit Reporting Act/Federal Trade Commission (FTC) Requests generally occur when a violation or conviction entry on an individual's Official Driving Record results in either an insurance rate increase or a denial of insurance coverage. No fee is required for this type of ODR if the individual provides the information required below. The individual must submit a written request within sixty (60) days of the adverse action, which includes:
 - A copy of the letter from the insurance company denying insurance coverage or showing the rate increase

- Proof that the denial or rate increase is due to an entry on the Official Driving Record
- A photocopy of the photo driver's license or identification card as proof of identity.
- **Note: Driving record information cannot be given out over the telephone.**

Fees:

- \$16 if purchased by mail
- \$16 + \$2 surcharge for usage of credit card if purchased on our internet website at www.expresslane.org
- **Free ODR**
 - Federal Highway Commission investigations (cases involving commercial driver's licensing. The investigations are considered a joint action between the federal agency and this department.
 - State, parish, municipal, and court officials of this state and reciprocity agreement with other state jurisdictions in accordance with the provisions of R. S. 32:393.1(B).
 - Any individual if entries on the Official Driving Record caused insurance rate increase or denial of insurance in accordance with the Fair Credit Reporting Act/Federal Trade Commission (FTC). See requirements listed above.
- **Not Entitled to Free ODR**
 - Non-profit organizations
 - Federal agencies (Exception Federal Highway Commission investigations)

Discrepancies:

- To discuss discrepancies on accidents, traffic violations, revocations, or suspension/disqualification records, call (225) 925-6146 or submit correspondence to:

Office of Motor Vehicles
 Compulsory Insurance Unit
 P.O. Box 64886
 Baton Rouge, LA 70896-4886