



Louisiana Department of Public Safety  
Office of Motor Vehicles  
**Policy 25.00 Coding / Processing Convictions, Refusal /  
Submits and Unpaid Traffic Tickets to a Juvenile's Record**

**Section:** 2. Driver's License Laws

**Effective Date:** 09/07/1990

**General:**

- All convictions, refusals/submits and unpaid traffic tickets (affidavits) received from the courts are to be added to a juvenile's record unless otherwise instructed from the court or juvenile court having jurisdiction. If there is any question regarding the court instructions or orders, refer the question through the chain of command so it can be determined what proper action should be taken.