



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 6.05 894 Certification Storage and Retrieval 'Boykins'

Section: 2. Driver's License Laws

Effective Date: 02/16/2000

Revised Date: 08/01/2015

Authority:

[Article 894 LA Code of Criminal Procedure](#)

Article 556.1 LA Code of Criminal Procedure

Definition:

- Act 1168 (House Bill 1752) of the 1999 Legislative Session amended and re-enacted Code of Criminal Procedures Article 894(B) and enacted 894 (A)(5) and (D), relative to operating a motor vehicle while intoxicated; to provide for storage of records; to provide for a storage and retrieval fee of records; to require proof of retention of records before setting aside a conviction; to require the Office of Motor Vehicles to be the repository of the records and to maintain the records for ten years and to provide for related matters.

Requirements:

- The following documents and information and an Article 894 Transmittal Form ([DPSMV3012](#)) must be submitted for an Article 894 DWI to be stored and available for retrieval upon request from any court, prosecuting agency or defendant:
 - Certified copies of the record of plea;
 - Certified copy of the defendant's fingerprints and Boykin rights (Code of Criminal Procedure Article 556.1) which shall include the defendant's date of birth, social security number and driver's license number.

Fees:

- \$50 money order or certified funds made payable to the Office of Motor Vehicles