



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 2.01 Title Corrections

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 09/17/1987

Revised Date: 01/14/2025

Authority:

Administrative

Purpose: When an error has been made on a certificate of title, a correction must be processed to correct both the title and registration.

Requirements:

- When an error is detected after a title has been issued, both the title and registration must be corrected.
 - Depending upon the nature of the error, additional documentation and/or research may be necessary.
 - Each case must be evaluated and appropriate action determined, depending upon the severity and nature of the error.
- The following documentation must be submitted to process a correction:
 - Original title
 - Copy of registration certificate, if available
 - Completed vehicle application form ([DPSMV 1799](#)), including Section D on the reverse side
 - Corrected documentation (invoice, bill of sale, lien document, etc.)
 - Notarized *Affidavit of Correction* from the entity that submitted the paperwork verifying the error was made and indicating the correction.
 - In the event the notary who executed the original documents is deceased, incapacitated, or whose whereabouts are unknown, the Louisiana notary who has possession of the records of that person, which contain information to support the correction, may notarize the correction. The act of correction must be executed before the notary and two witnesses.
- **Exceptions:**
 - **Alterations to the Certificate of Title or MCO/MSO:**
 - Alterations on a title or MCO/MSO that **can** be accepted (without providing an *Affidavit of Correction*) must be submitted with a properly endorsed supporting document (e.g. bill of sale, etc.) include:
 - Spelling of seller or purchaser's name is in error or illegible
 - Seller signed their name incorrectly
 - Seller or purchaser's name is misspelled and corrected with a strike over
 - Error(s) in the address

- Error(s) in the date of sale, provided that the error does not impact fees or penalties
- A notarized *Affidavit of Correction* must be submitted with a title or MSO if:
 - A bill of sale is unavailable or not submitted with the file
 - A different person or company than originally included on the assignment of title is to be recorded as the owner
 - A change to the date of sale will affect taxes or penalty and interest due and/or conflicts with a lien date
 - An address correction resulting in a change to the amount of sales or use tax
- Titles or MSO's with alterations or erasures, other than stated above, will not be accepted without providing an *Affidavit of Correction* as indicated below:
 - *Affidavit of Correction* for alterations made, other than a name correction, must be signed by the seller and purchaser and notarized.
 - *Affidavit of Correction* used for a name correction of the purchaser must be signed by the purchaser and notarized.

Fees:

- A no-charge correction should be processed if it is determined to be a motor vehicle or public tag agency employee error.
- If it is not an employee error, both a title fee and a handling fee must be charged.

Related Policies:

Section 4, Policy 2.03 [Completion Of Vehicle Application](#)

Section 4, Policy 59.00 [Request for Refunds](#)

Section 4, Policy 80.01 [Situations and Application Regarding Odometer Statements](#)

Section 4, Policy 97.00 [Canceled Rescinded Sales of Motor Vehicles](#)