



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 2.03 Completion of Vehicle Application (DPSMV1799)

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 06/28/2013

Revised Date: 06/03/2021

Authority:

Administrative

[R.S. 32:707](#)

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

Background:

- The **Vehicle Application Form (DPSMV1799)** is required on all transactions in which a title will be either immediately or ultimately generated, including Electronic Lien Title transactions. This form is also required on any transaction to replace a lost license plate or sticker, a plate conversion, a transfer of a license plate, and any change of address.

Requirements:

- **Requirements for Completion of Vehicle Application (DPSMV1799) on Title Transactions:**
 - **Mandatory Fields to be completed:**
 - VIN
 - Make
 - Body
 - Year
 - Mileage
 - Model/Weight
 - Vehicle model must be entered for passenger vehicles and automobiles
 - Gross Vehicle Weight Rating (G.V.W.R) must be entered for trucks
 - ORV must be entered for off road vehicles
 - This field may be left blank for all other vehicle types
 - Name of Owner
 - Driver's License/ID or EIN (of owner)
 - Driver's license/ID cards issued by another state must be included on the application along with the state prefix, but cannot be entered when processing the transaction
 - Name of Joint Owner (if applicable)
 - Driver's License/ID or EIN (of joint owner, if applicable)
 - Driver's license/ID cards issued by another state must be included on the application along with the state prefix but cannot be entered when processing the transaction
 - Residence Address
 - Should list business location, if titled for commercial purposes

- City
- Parish
- State/ZIP
- Domicile Code
- NEW/USED
- Date Acquired
- Tax Date
- Signatures of owner and joint owner(s) and Date of signature.
- **Additionally, the following questions must be answered with a “Yes” or “No”**
 - Residing within corporate limits of a municipality
 - Residing within a special tax district or ward
- **Mandatory fields to be completed, if applicable:**
 - Dealer Code
 - Lessee/Mail-To/Domicile/Renter
 - If “Lessee” or “Renter” is selected, the name, address, and DL/ID or EIN of the lessee or renter must be entered
 - If “Mail-To” is selected, the appropriate name and mailing address must be entered
 - If “Domicile” is selected, the appropriate name and domicile address must be entered
 - Lien Holder Name and Address
 - Trade VIN
 - Trade License Number
 - Cost of Vehicle
 - Trade Value
 - Rebate
 - Taxable Value
 - Electronic Funds Transfer (EFT) Code
 - Electronic Lien Transfer (ELT) Code
 - Any declarations/disclosures (A-G on second page) as required by policy
 - Duplicate Title Affidavit –If a duplicate title is being requested, the following is required:
 - One of the following must be checked: “Lost”, “Mutilated”, or “Never Received”.
 - Block indicating permission to mail title to the address indicated on the vehicle application form, if the "mail-to" section of the vehicle application form indicates someone other than the owner.
 - Signature of owner(s)
 - Witness signatures, if the owner does not sign the duplicate title affidavit in the presence of a notary
 - Date the duplicate title affidavit is notarized/witnessed
 - Notary public signature, printed name, and ID number must be completed by a notary or may be witnessed by an OMV or PTA employee, if the owner signs in their presence and their identity has been verified.
 - Affidavit of Non Possession of Title by Lienholder - In addition to the signature and notary section, one of the following must be checked:
 - Block indicating the title was never received.
 - Block indicating the title was received and surrendered to the owner.

- **Note: The Vehicle Application Form (DPSMV1799) was revised 01/2018 to no longer require specification of the use of a factory built home as residential or commercial.**
- **Other Transaction Requirements for Completion of Vehicle Application (DPSMV1799)**
 - **Mandatory fields to be completed for lost plates/ sticker, plate conversion/transfer applications:**
 - VIN
 - Make
 - Body
 - Year
 - Model/Weight Field for plate conversion applications being processed for trucks
 - Name of Owner
 - Driver's License/ID or EIN [of Owner]
 - Name of Joint Owner (if Applicable)
 - Driver's License/ID or EIN [of Joint Owner if Applicable]
 - Signature of at least one owner and date
 - Declaration Section A/B/C (on second page), as applicable to transaction
 - If a plate transfer is made as part of a title application, the requirements for completion of application on a title transfer must be used.
 - **Mandatory fields to be completed for any application with or for a change of address:**
 - Same as above for "other" transactions
 - Residence Address
 - Business location, if for commercial purposes
 - City
 - Parish
 - State/ZIP