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: 10/07/2021

Authority:
Administrative
R.S. 32:707
To view Louisiana statutes: http://www.legis.state.la.us/

Objective: The Office of Motor Vehicles requires the completion of the Vehicle Application (DPSMV1799) to process vehicle title and/or registration transactions. This policy outlines when a Vehicle Application Form (DPSMV1799) is required.

Definitions:
- **Vehicle Application** (DPSMV1799) – Document 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.

Eligibility:
- The Vehicle Application (DPSMV1799) must be signed by the vehicle owner(s), in order to be eligible to process the vehicle title and/or registration transaction, in which the form was required.

General:
- **Title Transaction Requirements for Completion of Vehicle Application (DPSMV1799)**
  - **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 (DL) and/or identification cards (ID) 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 and/or identification 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
    - Plate Conversion – To be completed if conversion from one plate type to another is being requested
    - Plate Transfer – To be completed if a transfer of plate is being requested
    - Lost, Stolen, or Replacement – Must be completed if a replacement of a lost or stolen plate or sticker is being requested
    - Title Correction – Must be completed if application for title correction is made unless a separate statement is provided which includes the identified error and the information necessary to correct the error. If a separate statement is provided it must be maintained as part of the file.

        - Farm Use Statement – Must be completed unless a separate farm use statement is provided and included in the file.
        - Out of State Declaration – Must be completed if the vehicle is being imported into the state for use. See Section 4, Policy 48.00, Out-of-State Transfers and Reciprocity with Other States.
        - Disclosure of Salvage/Reconstructed/Water Damage/ Hail Damage – Must be completed when application is made for salvage, reconstructed, water damage or hail damage title unless a separate disclosure (Application for a Salvage/Reconstructed Motor Vehicle) is provided. [1]
        - 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

Required Documentation:

- The following chart may be used as a quick reference for determining when the use of a Vehicle Application (DPSMV1799) and/or Permission to Process Form (DPSMV1806) are required:

Type of Transaction	Need Vehicle Application (DPSMV1799) completed and signed by owner?	Need Permission to Process Form (DPSMV1806) when owner is not present?
All transactions in which a title will be generated (this includes electronic lien transactions)	**Yes**	**No**
Duplicate Registration	**No**	**Yes**
Lost Plate or Sticker, Plate Conversion, Transfer of Plate	**Yes**	**No**
License Plate Renewal	**No**	**Yes**
Address Change	**Yes**	**Yes**
Voluntary Surrender of License Plate	**No**	**No**

Fees:
N/A

Related Policies:
Section 4, 2.00, Basic Requirements for Obtaining a Certificate of Title
Section 4, 48.00, Out-of-State Transfers and Reciprocity with Other States

References:
[1] – Louisiana State Legislature. *Application for Certificate of Title; Exemption; Salvage Title; Antique Vehicles; Reconstructed Title* (R.S. 32:707), retrieved from https://legis.la.gov/Legis/Law.aspx?d=88520.