Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 13.00 Duplicate Registration Certificates

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 10/23/1995

Revised Date: 01/31/2024

Authority:
R.S. 47:472
To view Louisiana Statutes: http://www.legis.state.la.us/

Definitions:
- **Corrected Registration –** Issued when a correction to the Louisiana registration is required, whether or not the original registration has been lost, stolen, mutilated, or becomes illegible.
- **Duplicate Registration –** Issued when a Louisiana registration has been lost, stolen, mutilated, or becomes illegible.

Eligibility:
- Applicants are eligible to apply for a duplicate registration or corrected registration if they are a listed owner, lessee, or renter on the vehicle record or are a representative for the company, if the vehicle is in a business name.
    - If the owner, lessee, renter, or representative for the business is unable to apply in person, the *Permission to Process Transaction* form must be completed or the person applying on behalf of the owner can provide a power of attorney that allows them to perform motor vehicle transactions on the owner's behalf.
        - The *Permission to Process Transaction* or power of attorney must be presented at the time application for registration is made.

General:
- When a registration certificate is lost, or becomes illegible, the vehicle owner, lessee, or renter shall make immediate application for and obtain a **duplicate** registration.[1]
    - Applicants may request a duplicate registration in writing or in person at any Office of Motor Vehicles location or Public Tag Agency.
    - Applicants may also apply for a duplicate registration on www.Expresslane.org.
- When a registration certificate requires correction as a result of change of address or change/addition of lessee or renter, the vehicle owner, lessee, or renter shall make immediate application for and obtain a **corrected** registration.
    - Applicants may request a corrected registration in writing or in person at any Office of Motor Vehicles location or Public Tag Agency.

Required Documentation:
- Proof of identification issued by this or another state
- Proof of insurance, if a valid plate is on the vehicle record

- *Permission to Process Transaction* form or Power of Attorney, if applicable
- **Stolen Registration Certificate** - The charges for a duplicate registration certificate will be waived if the original has been stolen and a police report is submitted indicating such.
    - A copy of the police report along with the application for duplicate registration will be retained by the Department.

Fees:

- $4.00 - Duplicate registration fee[1], which applies to corrected registrations, as well, unless the correction is requested as the result of an office error
- $8.00 - Handling fee
- A service fee, if applicable, levied by the local governing authority

Related Policies:

Section 5, 54.00, Unreceived Renewal Stickers and License Plates Processed by Mail

References:

[1] – Louisiana State Legislature. *Lost Certificate or Number Plate* (R.S. 47:472), retrieved from https://legis.la.gov/Legis/Law.aspx?d=102265.