Louisiana Department of Public Safety
Office of Motor Vehicles

Policy 20.00 Permit to Sell for Stored / Repaired Vehicles

Revised Date: 07/08/2026

Authority:
R.S. 32:1711-1731
Administrative
To view Louisiana Statutes: https://legis.la.gov/legis/home.aspx

Definitions:

- **Permit to Sell** - An authorization, issued by the Office of Motor Vehicles, that allows for the sale of a vehicle that was placed in storage or left in a repair facility and was subsequently abandoned by the owner
- **Official Report of Stored Vehicle (ORSV)** –A request for vehicle owner/lienholder information made to the Office of Motor Vehicles by a storage or repair facility when a vehicle has been stored, parked, or left in a garage, parking lot, or any type of public storage facility where fees are charged
- **JD Power –** A vehicle valuation guide.
- **Non-Consensual Storage/Tow-** The storage or possession, movement, or transportation of a vehicle by an individual or storage facility operator/tow truck without prior consent or authorization of the vehicle's owner or operator[1]
- **Consensual Storage/Tow-** The storage or possession, movement, or transportation of a vehicle by an individual or storage facility operator/tow truck with prior consent or authorization of the vehicle's owner or operator
- **Vehicle Model Year –** The year the vehicle was manufactured
    - For issuance of a permit to sell the model year will be calculated from the vehicle model year to the year in which the permit to sell will be issued.
- **Owner** - The last registered owner, lien holder, or any other person with documented proof of ownership of a vehicle
- **Documented Proof of Ownership** – Documents that show proof of ownership, which includes a title, current registration, or a bill of sale
- **Adjusted Date of Storage –** A storage date assigned by a facility, the Office of Motor Vehicles, or its contracted vendor. The adjusted storage date is a later date than the original date of storage and is assigned as a result of the ORSV form being submitted outside of the three (3) business days allowed by law for the ORSV to be submitted to the State. The facility is not able to charge storage fees prior to the adjusted date of storage.

General:
A copy of the Storage Inspection License issued by Louisiana State Police, Towing and Recovery, or in the case of a repair facility, an occupational license and any correspondences sent by the Office of Motor Vehicles to the facility must be submitted along with the following documents in order to obtain a Permit to Sell:

Issuance of a Permit to Sell when Ownership Information Determined

- A storage facility or repair facility may apply for a Permit to Sell once, the following criteria is met:
    - An ORSV is filed with the Office of Motor Vehicles or one of its authorized agents.
    - Owner information is received from the Office of Motor Vehicles in response to the ORSV filed.
        - Owner information must be received prior to a notice being sent to the vehicle owner.
    - **First Notice** – First Notice Form (DPSMV1821), completed in its entirety, must be sent to the vehicle owner within ten (10) business days of the date that the Office of Motor Vehicles or one of its authorized agents provides owner information.
    - **Final Notice** - Final Notice Form (DPSMV1822), completed in its entirety, must be sent to the owner forty-five (45) days or after from the original date of storage or adjusted date of storage, if applicable.
    - Proof of mailing for all first and final notices is obtained.
        - Vehicles five (5) years old or newer subject to **non-consensual** towing or storage on or after 06/11/2021:
            - **First Notice** – Certificate of Mailing
                - The original certificate of mailing for the first notice stamped by the post office.
                - The returned unopened envelopes, if applicable, for the first notice with postal markings indicating the attempt to deliver such notices if unsuccessful.
                    - If the USPS label on the unopened envelope indicates delivery was not attempted because a forward order has expired, the facility shall immediately mail to the address indicated on the label.
            - **Final Notice** – Certified Mail, electronic return receipt
                - USPS Proof of delivery confirmation email indicating mailing status must be submitted with the file.
                - The returned, unopened envelopes, if applicable, for the final notice with postal markings indicating the attempt to deliver such notices, if unsuccessful.
                    - If the USPS label on the unopened envelope indicates delivery was not attempted because a forward order has expired, the facility shall immediately mail to the address indicated on the label.
                - If either of these items cannot be furnished, other documented proof that the facility owner sent notice to the stored vehicle's owner shall be submitted to the Department for review.
        - Vehicles over five (5) years old, or any vehicle subject to **consensual** storage or towing:

- Both first and final notice must be sent by certificate of mailing.
    - The original certificate of mailing for the first notice stamped by the post office.
    - The returned unopened envelopes, if applicable, for the first notice with postal markings indicating the attempt to deliver such notices if unsuccessful.
        - If the USPS label on the unopened envelope indicates delivery was not attempted because a forward order has expired, the facility shall immediately mail to the address indicated on the label.
    - If either of these items cannot be furnished, other documented proof that the storage, parking, or repair facility owner sent notice to the stored vehicle's owner shall be submitted to the Department for review.
- Vehicle Appraisal Form (DPSMV1820), completed in its entirety, based on the most recent JD Power value is obtained.
    - An original appraisal prepared by an independent appraiser, which shall contain the year, make, model and vehicle identification number, shall be acceptable for vehicles not valued by JD Power.
- A color photograph of the vehicle in its current condition.
- An affidavit of physical inspection is obtained, if requested by the Office of Motor Vehicles.
    - The physical inspection must be performed by a full-time Peace Officer Standards and Training (P.O.S.T.) certified law enforcement officer who has been certified by the Department of Public Safety and Corrections, Office of State Police, to inspect motor vehicles.

Issuance of a Permit to Sell when No Record of Ownership Exists

- If the Department or its authorized agent has made every effort to obtain owner information on a stored vehicle and cannot obtain such, the Department or its authorized agent shall furnish the facility with a copy of the Official Report of Stored Vehicle (ORSV) and a letter indicating that ownership information could not be found.
- Storage facilities or repair facilities may make application for issuance or a Permit to Sell once the following criteria is met:
    - An ORSV is filed with the Office of Motor Vehicles or one of its authorized agents.
    - A "No Record of Ownership" letter is received in response to the ORSV filed.
        - Must be received prior to an advertisement being placed in the official journal.
    - The facility owner, within ten (10) business days of the date the Department or its authorized agent sends the information to the facility, shall publish, on two separate occasions, an advertisement in the official journal of the locality where the stored vehicle is located.
        - Each advertisement shall contain the following information:
            - The make and identification number of the stored vehicle.
            - The name and physical address of the facility where the stored vehicle is located.
            - Notice that if all current outstanding charges against the stored vehicle are not paid and if the stored vehicle is not claimed by the owner within fifteen

(15) calendar days from the last date of publication of the advertisement, the facility owner may apply for a Permit to Sell.

- A notarized Hold-Harmless Affidavit (DPSMV1976) stating ownership information could not be found is completed.
  - If the facility is aware of a person with a documented ownership interest but receives a "no record" letter from the Department, the facility owner must send both a first and final notice to that owner, in addition to complying with advertisement requirements. If owner information is available, a hold harmless is still required and should indicate that the owner information was located, explain how it was obtained, and confirm that the required notices were sent.
- Vehicle Appraisal Form (DPSMV1820), completed in its entirety, based on the most recent JD Power value is obtained.
  - An original appraisal prepared by an independent appraiser, which shall contain the year, make, model and vehicle identification number, shall be acceptable for vehicles not valued by JD Power.
- A color photograph of the vehicle in its current condition.
- An affidavit of physical inspection is obtained.
  - The physical inspection must be performed by a full-time Peace Officer Standards and Training (P.O.S.T.) certified law enforcement officer who has been certified by the Department of Public Safety and Corrections, Office of State Police, to inspect motor vehicles.

Fees:

- No charge - If the vehicle was stored pursuant to a request from a law enforcement agency
- $15.00 - If the vehicle was ordered stored by an entity other than law enforcement

Exemptions:

- A permit to sell will not be issued to:
  - Mobile homes and scooters that have never been registered in any state.
  - Vehicles owned by public entities.

Notes:

- The donation of a vehicle with a Permit to Sell is not allowed.
- If the owner or lien holder claims the vehicle after a Permit to Sell has been issued, refer to Section 4, Policy 20.02 Cancelled Permits To Sell.
- Once a Permit to Sell is issued, the facility can sell the vehicle. After deducting the storage/repairs and any other charges incurred in the Permit to Sell process, the balance, if any, from that sale, shall be held for six (6) months. The owner/lienholder has six (6) months to claim the proceeds, if any, from the facility; otherwise, the proceeds shall be forfeited.
- Failure to follow the policy requirements may result in the facility having to restart the process, resulting in a new ORSV being filed and the loss of prior storage charges.
- All files for stored/repaired vehicles shall be processed by the Specialized Vehicle Unit, Headquarters. All questions should be directed to (225) 925-6146.