



Louisiana Department of Public Safety  
Office of Motor Vehicles  
**Policy 20.00 Permit to Sell for Stored / Repaired Vehicles**

**Section:** 4. Motor Vehicle Registration Requirements

**Effective Date:** 09/20/1986

**Revised Date:** 08/02/2021

**Authority:**

R.S. [32:1711-1731](#)

Administrative

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

**Objective:** This policy provides guidance on applicable documents needed for a storage/repair facility to apply for a Permit to Sell after a vehicle has been placed in storage.

**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)** – The required notification to the Department 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.
- **National Automobile Dealers Association (N.A.D.A.)** – 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.<sup>1</sup>
- **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.

**Eligibility:**

- Storage facilities or repair facilities are eligible for a Permit to Sell if the following criteria is met:
  - Prior to sending out the first notice, the storage and/or repair facility must have filed and received owner information from the Office of Motor Vehicles or one of its authorized agents.<sup>2</sup>
    - The owner is considered to be the last registered owner, the lien holder, or any other person with documented proof of ownership of a vehicle.
    - Documented proof of ownership shall include a title, current registration, or a bill of sale.

- The following must be included in the request for owner information:
  - **Storage facilities** - Must have obtained and provide proof of a current Storage Inspection License issued by the Louisiana State Police Towing and Recovery Unit.
  - **Repair Facilities** - Must have obtained and provide proof of a current occupational license.

**General:**

- If the owner or lien holder claims the vehicle after a Permit to Sell has been issued, the facility shall immediately return the original Permit to Sell along with an explanation on company letterhead. This will nullify the Permit to Sell and reverse the record back to the original owner.<sup>4</sup>
- 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.<sup>5</sup>
- 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 pertaining to stored/repared vehicles shall be processed by the Specialized Vehicle Unit, Headquarters. All questions should be directed to (225) 925-6381.
- **Exceptions:**
  - Mobile homes and scooters that have never been registered in any state shall not be issued a Permit to Sell.
  - Vehicles owned by public entities are exempt from seizure and are not eligible for issuance of a Permit to Sell.
  - The donation of a vehicle with a Permit to Sell is not allowed.

**Required Documentation:**

- If the storage, parking, or repair facility does not receive a response from the owner or lien holder, the storage facility may then apply for a Permit to Sell by submitting the following documentation:<sup>6</sup>
  - A copy of the original report of the stored vehicle including owner and lienholder information that was furnished by the Department or its authorized agent.<sup>6</sup>
  - **Copy of the first notice which must contain the following information:**
    - The name and location (physical and mailing address) of the storage, parking, or repair facility.<sup>3</sup>
    - A description of the vehicle including the year, make, model, and correct vehicle identification number (VIN).<sup>3</sup>
    - The vehicle license plate number, the issuance state, and the expiration date of the plate (if known).<sup>3</sup>
    - The name of the person or agency which had the vehicle towed or placed in storage.<sup>3</sup>
    - The date the vehicle was placed in storage and any applicable adjusted storage dates. Note: If the storage date has been adjusted, then storage charges cannot be charged prior to the adjusted date.<sup>3</sup>
      - The facility shall not charge for storage past the 90<sup>th</sup> day from the original date of storage, or the adjusted storage date, if applicable.<sup>6</sup>
      - The facility may continue to charge storage up to the 90<sup>th</sup> day or until the permit to sell has been issued, if the application for the permit to sell

was submitted prior to the 90<sup>th</sup> day from the original date of storage, or the adjusted storage date, if applicable.<sup>6</sup>

- The condition of the vehicle.<sup>3</sup>
- All outstanding charges against the stored vehicle.<sup>3</sup>
- Notice of the owner's right to an administrative hearing as required in [R.S. 32:1727](#), if ordered stored by law enforcement. The notice shall contain the deadline for requesting an administrative hearing and information regarding the date by which the request for an administrative hearing shall be mailed by certified mail, return receipt requested.<sup>3</sup>
- A sample First Notice Form ([DPSMV1821](#)) may be used although not required.
- **Copy of the final notice which must contain:**
  - All information contained in first notice
  - The final notice shall inform the vehicle owner that unless all outstanding charges are paid and the vehicle is claimed or arrangements are made with the storage, parking, or repair facility owner for the continued storage of the vehicle, the facility owner may apply for a Permit to Sell after fifteen (15) days from the date the final notice is mailed to the vehicle owner. The notice shall also inform the stored vehicle's owner of the provisions in R.S. 32:1730 and that they may be turned over to collections for failure to pay outstanding charges and claims. The notice must also state that once the permit to sell is obtained, the vehicle will be sold and the proceeds will be disposed of in accordance with Louisiana R.S. 32:1730.<sup>6</sup>
  - A sample Final Notice Form ([DPSMV1822](#)) may be used although not required.
- **Proof of Mailing**
  - **First Notice**
    - 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
  - **Final Notice**
    - **Vehicles five (5) years old or newer, that are subject to non-consensual towing or storage on or after 08/01/2021:**
      - If a response is not received from the owner after 45 days from the original date of storage or adjusted storage date, if applicable, the storage, parking, or repair facility shall send a final notice to the owner(s), and lienholder, if applicable, by **certified mail, electronic return receipt**
      - A copy of the notice and proof of mailing stamped by the post office 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 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.<sup>6</sup>

- **Vehicles over five (5) years old, or any vehicle subject to consensual storage or towing:**
  - If a response is not received from the owner after 45 days from the original date of storage or adjusted storage date, if applicable, the storage, parking, or repair facility shall send a final notice to the owner(s) and lienholder, if applicable, by **certificate of mailing**
  - A copy of the notice and proof of mailing stamped by the post office 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 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.<sup>6</sup>
- An appraisal based on the most recent National Automobile Dealers Association Guide (NADA). The appraisal shall contain the year, make, model, vehicle identification number (VIN), appraised value according to NADA, name of storage repair facility, printed name of the representative of the storage/repair facility, full signature of the representative of the storage/repair facility, and address of the storage/repair facility. 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 NADA. The Vehicle Appraisal Form ([DPSMV1820](#)) may be used.<sup>6</sup>
- A photograph of the vehicle in its current condition.<sup>6</sup>
- An affidavit of physical inspection, 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.<sup>6</sup>
- 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 will be required.<sup>6</sup>
- Any correspondences sent by the Office of Motor Vehicles to the facility
- If the facility has knowledge of a person with documented ownership interest, notices are required to be sent to that person. Copies of the first and final notice and the certificates of mailing or certified mail, electronic return receipt, depending on vehicle model year as indicated above, must be submitted. This procedure would also apply to an individual who has left his vehicle for repairs.
- **Disposal of Vehicles with “No Record” of Ownership:**
  - 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 storage, parking, or repair facility with a copy of the Official Report of Stored Vehicle (ORSV) and a letter indicating that ownership information could not be found.<sup>7</sup>
  - Within ten (10) business days of the date the Department or its authorized agent sends the information to the storage, parking, or repair facility, the facility owner shall publish on two separate occasions an advertisement in the official journal of the locality where the stored vehicle is located.<sup>7</sup>

- Each advertisement shall contain the following information:
  - The make and identification number of the stored vehicle<sup>7</sup>
  - The name and physical address of the storage, parking or repair facility where the stored vehicle is located<sup>7</sup>
  - 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.<sup>7</sup>
- **Required Documentation for “No Record” of Ownership:**
  - A copy of the original request for stored vehicle information that was sent to the Department or its authorized agent and a copy of the letter that was returned from the Department or its authorized agent indicating no ownership information could be found on the stored vehicle.<sup>7</sup>
  - Original proof of both publications from the newspaper with a copy of the advertisement, which must show name of newspaper and the publication dates.<sup>7</sup>
  - An appraisal based on the most recent National Automobile Dealers Association Guide. The appraisal shall contain the year, make, model, vehicle identification number, appraised value according to N.A.D.A., name of storage/repair facility, printed name of the representative of the storage/repair facility, full signature of the representative of the storage/repair facility, and address of the storage/repair facility. 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 the NADA.<sup>7</sup>
  - A photograph of the vehicle in its current condition<sup>7</sup>
  - A completed and notarized Hold-Harmless Affidavit ([DPSMV1976](#)) stating ownership information could not be found. If owner information is available, the hold harmless would still be required but should state that owner information was found, how it was found, and that notices were sent.<sup>7</sup>
  - An affidavit of physical inspection. 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.<sup>7</sup>
  - If the facility has knowledge of a person with documented ownership interest but receives a "no record" letter from the Department, notices must be sent to that person in addition to compliance with the advertisement requirements. A copy of the first and final notices and the certificates of mailing or certified mail, electronic return receipt, depending on vehicle model year as indicated above, for each must be submitted. This procedure would also apply to an individual who has left his vehicle for repairs.
  - In addition, repair facilities must provide a copy of the occupational license indicating they are authorized to do business as a repair facility.

**Fees:**

- No charge - If the vehicle was stored pursuant to a request from a law enforcement agency<sup>8</sup>
- \$15.00 - If the vehicle was ordered stored by an entity other than law enforcement<sup>6</sup>

**Related Policies:**

- Section 4, Policy 20.01 [Abandoned Vehicles](#)
- Section 4, Policy 20.02 [Cancelled Permits To Sell](#)
- Section 4, Policy 20.03 [Duplicate Permits To Sell](#)
- Section 4, Policy 20.04 [Unreceived Permits To Sell](#)
- Section 4, Policy 20.05 [Disposal Of Junked Vehicles](#)
- Section 4, Policy 20.06 [Procedure For Disposal Of Abandoned Vehicles](#)
- Section 4, Policy 20.07 [Official Report Of Stored Vehicle \(ORSV\)](#)

**References:**

- <sup>1</sup> – Louisiana State Legislature. *Definitions* (R.S. 32:1713), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88130>.
- <sup>2</sup> – Louisiana State Legislature. *Notification to Department of Public Safety and Corrections* (R.S. 32:1719), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88137>.
- <sup>3</sup> – Louisiana State Legislature. *Owner Notification of a Stored Vehicle; Right to Request Administrative Hearing* (R.S. 32:1720), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88139>.
- <sup>4</sup> – Louisiana State Legislature. *Surrender of Stored Vehicle to Lienholder* (R.S. 32:1720.1), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88140>.
- <sup>5</sup> – Louisiana State Legislature. *Proceeds of Sale; Disposition of* (R.S. 32:1730), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88155>.
- <sup>6</sup> – Louisiana State Legislature. *Disposal of a Stored Motor Vehicle* (R.S. 32:1728), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88148>.
- <sup>7</sup> – Louisiana State Legislature. *Procedure for Disposal of Vehicles With No Record of Ownership; Out-of-Country Vehicles* (R.S. 32:1728.4), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88152>.
- <sup>8</sup> – Louisiana State Legislature. *Waiver of Fee; Disposal of Law Enforcement Storage* (R.S. 32:1729), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88153>.